

PLANNING COMMISSION STUDY SESSION AGENDA JUNE 10, 2019



Commission Members

David Culbertson
Joe Foley
Bill Mansfield
David McFadden
Mark McKechnie
E. J. McManus
Patrick Miranda
Jared Pulver
Jeff Thomas

Planning Commission study sessions
are held on the second and fourth
Mondays of every month
Study Sessions begin at noon

City of Medford

Lausmann Annex Room 151
200 S. Ivy Street, First Floor
Medford, OR 97501
541-774-2380



Planning Commission

Agenda

Study Session

June 10, 2019

Noon

Lausmann Annex, Room 151
200 South Ivy Street, Medford, Oregon

10. Introductions
20. Discussion items
 - 20.1 DCA-19-001** Housekeeping Amendments
 - 20.2 DCA-19-022** Minor Historic Review Amendments
 - 20.3 DCA-18-180** Concurrency Amendments
30. Adjournment

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.



MEMORANDUM

Subject 2019 Housekeeping & Other Regulatory Changes
File no. DCA-19-001
To Planning Commission *for June 10, 2019 study session*
From Sarah Sousa, Planner IV
Date June 5, 2019

BACKGROUND

Each year the Planning Department prepares a list of housekeeping corrections and clarifications needed to Chapter 10 of the Medford Municipal Code. This round includes corrections, clarifications, as well as minor regulatory changes to address bicycle parking, remove housing barriers, and promote density.

Regulatory changes are based upon the input of staff, the Housing Advisory Committee, the Planning Commission, the City Council, the Bicycle and Pedestrian Advisory Committee, Technical Advisory Committee, and Opticos Design, Inc., a city-hired consultant.

OVERVIEW

The proposed project includes twenty six minor changes. Exhibit A includes a complete list of the amendments including a description, code reference, and type of change. Most relate to code corrections or clarifications. The remainder of the amendments include:

- Adding locational criteria to SFR-4 (Single Family Residential – 4 dwelling units per gross acre) zone changes to address constraints such as steep slopes and wildfire hazard areas;
- Adding locational criteria to SFR-10 (Single Family Residential – 10 dwelling units per gross acre) zone changes to promote density;
- Changing the building height measurement calculation to make it easier to administer and to address steeper slopes;
- Eliminating one-story restrictions for attached units within 20 feet of single family zoning to remove a barrier to attached housing;
- Eliminating requirement that duplexes have to be divided by a lot line in the SFR-4 & SFR-6 zones to simplify the process by eliminating the subdivision requirement;

- Changing site development standards for multi-family buildings in commercial zones to allow the building height and setbacks to match commercial standards;
- Providing flexibility for buildings originally built as residential in the commercial zones to promote density and mixed-use;
- Changing bike parking locational requirements to promote flexibility to bike parking placement;
- Adding bike parking rack standards to provide racks that keep bicycles secured in place.

Planning Commission

The Planning Commission reviewed the proposed changes at a study session on April 22, 2019. The commission recommended removing a proposed amendment related to increasing the building height for structures in the Heavy Commercial zone. Staff has since removed this from the list, but will be reviewing it in future code amendments. The commission also recommended some changes to the bike parking location and racks which staff has also modified.

The commission expressed concerns about the changes to the zone change locational criteria for the SFR-10 zone. The proposal is to allow properties to rezone if they are within 200 feet of a SFR-10 zone. The current standard requires properties to be abutting. The commission was concerned that if the abutting requirement is removed, the continuity of a neighborhood zoning might get disrupted. Staff has kept this amendment in the proposal for consideration as it helps make the SFR-10 zoning more attainable to increase density and diversify housing types.

The second proposed locational requirement change includes reducing the acreage size for properties that are not abutting SFR-10 from 5 acres down to 3 acres. The Commission wanted more information about how many 3 acre properties (currently zoned SFR-00) are adjacent to SFR-4. The commission was also concerned with how this would affect the Southeast Area.

Since the study session, staff has added a provision that allows SFR-00 properties in the Southeast to keep the current allowance of obtaining the SFR-4 zone. Also, staff has found there are 19 undeveloped properties that are 3 acres or more, zoned SFR-00, outside of the Southeast Area. Of those properties, 6 of them are between 3-5 acres and 13 of them are 5 or more acres. Adjusting the threshold for allowing the SFR-10 zone from 5 acres down to 3 shows that only six properties would be allowed this additional provision.

City Council Study Session

A City Council study session was held on May 30, 2019 to discuss these changes. The Council supported the amendments but questioned why the density changes did not go further. To address the council's request, staff has made some additional revisions discussed below.

Additional Changes

Lot area reduction for duplex lots

First, staff has changed the duplex dwelling standards so that the lot area is consistent with the lot width and depth calculation. For example, the current interior lot width requirement for duplexes in the SFR-6 zone is 60 feet and the lot depth is 90 feet. Multiplying these together, totals 5,400 square feet. However, the minimum lot area for duplexes in that zone is 6,000. For uniformity, all of the lot area minimum sizes for duplex lots are being reduced to match the calculation (width x depth) for each zone.

Duplexes permitted on lots of a minimum area

In addition, staff is seeking the commission's support to diversify housing in Medford with another amendment. A new proposal would allow duplexes in the SFR-4, SFR-6, and SFR-10 zones on lots that meet the minimum lot area. Current regulation would only allow them in those zones if density is met.

The minimum lot area is used for the purposes of creating lots. If a subdivision is being platted in the SFR-10 zone with a maximum density of ten units, the developer can choose to create five duplex lots of 6,000 square feet each. With five duplex lots, each lot contains 2 units, and the maximum density of 10 units is reached.

However, a parcel by itself of 6,000 square feet doesn't currently meet the minimum density needed in the SFR-10 zone for two units. This is where staff is proposing a change. As long as a lot is within the lot area range, a duplex would now be permitted. (Staff is currently revising the draft to address this adjustment).

Locational Criteria for the SFR-10 zone

In addition to all of the amendments proposed, staff is seeking the commission's feedback on another potential change. The current proposal is to amend the locational criteria for the SFR-10 zone in order to make it easier to obtain.

The language currently drafted would eliminate the requirement that a property must be abutting another property of the SFR-10 zone in order for a change of zone. Instead, if another property is within 200 feet of a subject property, it would be eligible. The current standard also allows a non-abutting property of five acres or more to obtain the SFR-10 zone. This threshold is proposed to be reduced to three acres.

Staff recommends three options for the commission to consider:

1. Remove all locational criteria for the SFR-10 zone; or
2. Reduce the locational criteria to allow the SFR-10 zone if a property is within 200 feet or if one acre or more (current requirement is abutting or 5 acres); or
3. Keep current proposal to allow SFR-10 zone if another property is within 200 feet or if the property is 3 acres or more.

NEXT STEPS

For this study session, please review the attached amendments. Staff is seeking feedback and recommended changes on the proposed revisions. The proposed amendments are scheduled for a Planning Commission hearing on June 27, 2019 and a City Council hearing on July 18, 2019.

EXHIBITS

- A Amendments Table
- B Draft Code Amendments to Chapter 10 of the Medford Municipal Code

EXHIBIT A

2019 HOUSEKEEPING & OTHER REGULATORY CHANGES 2019				
	Description of Amendment	Code Section	House Keeping Change	Other Change
1.	Expanded non-conforming allowance for residential structures in commercial zones	10.033(2)		✓
2.	Added major and minor modifications for Park Development Reviews to procedure table / Corrected Code reference to final plats	10.108-1	✓	
3.	Added revisions and neighborhood meetings to PUD noticing table	10.124-1	✓	
4.	Correction to referenced code section	10.188(H)(3)	✓	
5.	Directed all PUD noticing to table in Section 10.124-1	10.190(C)(e) 10.190(3) 10.194(C)	✓	
6.	Added locational criteria for SFR-4	10.204(B)(2)(b)		✓
7.	Changed locational criteria for SFR-10	10.204(B)(2)(c)		✓

	Description of Amendment	Code Section	House Keeping Change	Other Change
8.	Correction to show duplexes are allowed in SFR-4 without requirement to be on a corner	10.314 (2)	✓	
9.	Changed building height measurement calculation & how to measure buildings on steeper slopes	10.705(A)		✓
10.	Removes minimum density standards for duplexes in the SFR-4, 6, &10 zones.	10.708		✓
11.	Eliminated one-story restriction for townhomes within 20 feet of single family zoning.	10.712		✓
12.	Eliminated requirement that duplexes have to be divided by a lot line in the SFR-4 & 6 zones. Permits them in SFR zones if within lot area range.	10.713		✓
13.	Eliminated one-story restriction for multi-family buildings within 20 feet of single family zoning	10.714		✓
14.	Clarified that multi-family design standards apply to multi-family units (not townhomes)	10.716A	✓	
15.	Reduced window inset from 3 inches to 1.5 inches in multi-family design standards	10.717(4)	✓	

	Description of Amendment	Code Section	House Keeping Change	Other Change
16.	Added bike parking requirement with parking lots	10.747		✓
17.	Changed wording of bike parking location	10.749		✓
18.	Added bike parking dimensional diagram	10.750 (2)	✓	
19.	Added bike parking rack types and diagrams	10.750(6)		✓
20.	Corrected noise standard Code reference	10.752(B)(1)	✓	
21.	Added language to attached ADUs to provide for ADUs to be above or below an existing residence	10.821	✓	
22.	Added language to clarify conversion of existing space to an ADU does not have to be existing habitable space	10.821(B)(5)	✓	
23.	Clarified small food vendors are subject to drive-thru restaurant parking	10.823	✓	
24.	Clarified the amount of landscaping required for equipment related to wireless communication facilities	10.824(F)(2)(c)	✓	

	Description of Amendment	Code Section	House Keeping Change	Other Change
25.	Changed setback and height allowance standards for multi-family buildings in commercial zones to match commercial standards	10.837		✓
26.	Corrected constraints analysis to allow City Engineer 10 days to review for completeness	10.933	✓	

EXHIBIT B

Housekeeping & Other Regulatory Changes 2019 (Draft 5)

(Blue lettering = proposed addition / Red strikeout = words to be removed)

ARTICLE I

10.033 Continuation of Nonconforming Development.

(2) ~~A structure in any commercial zone that was originally built as a single family home may be converted to a permitted commercial use and then converted back to its original residential use subject to the requirements of the Building Code.~~ An existing structure in any commercial zone that was originally built for residential use may be converted to a permitted commercial use and then converted back to a residential use, subject to the requirements of the Building Code with the following allowances:

- (a) The minimum density requirement does not have to be met;
- (b) There may be a mix of residential and commercial uses within the same building without a required amount of square footage attributed to either.

ARTICLE II

Land Use Review Type	Procedural Type	Applicable Standards	Approving Authority	Subject to 120 Day Rule (ORS 227.178)?
Annexation	IV	Urbanization, 10.216	City Council	No
Appeal of Final PUD Plan Decision	I	10.140(F)(3)	Planning Commission	No
Appeal of Minor Historic Review Decision	I	10.140(F)(4)	LHPC	No
Appeal of Type II Decision	III	10.140(G)	Planning Commission	Yes
Appeal of Type III Decision	IV	10.140(H)	City Council	Yes

Appeal of Type IV Decision	IV	10.140(I)	LUBA	No
Comprehensive Plan Amendment, Major	IV	Review & Amendment, 10.220	City Council	No
Comprehensive Plan Amendment, Minor	IV	Review & Amendment, 10.222	City Council	No
Conditional Use Permit	III	10.184	Planning Commission	Yes
De Minimis Revision(s) to an Approved PUD Plan	I	10.198	Planning Director	No
Exception	III	10.186	PC/LHPC/SPAC	Yes
Final PUD Plan	I	10.196	Planning Director	No
Final Plat, Subdivision or Partition	I	10.1602	Planning Director	No
General Land Use Map Amendment, Major	IV	GLUP, Review & Amendment, 10.220	City Council	No
General Land Use Map Amendment, Minor	IV	GLUP, Review & Amendment, 10.222	City Council	No
Historic	III	10.188	LHPC	Yes
Land Development Code Amendment	IV	10.218	City Council	No
Minor Historic Review	I	10.148	Planning Director	No
Major Modification to a Site Plan & Architectural Review Approval	III	10.200(H)(1)	SPAC	Yes

Table 10.108-1. Land Use Review Procedures				
Land Use Review Type	Procedural Type	Applicable Standards	Approving Authority	Subject to 120 Day Rule (ORS 227.178)?
Minor Modification to a Site Plan & Architectural Review Approval	I	10.200(H)(2)	Planning Director	No
Major Modification to an Approved Conditional Use Permit	III	10.184(D)(1)	Planning Commission	Yes
Minor Modification to an Approved Conditional Use Permit	I	10.184(E)(2)	Planning Director	No
Major Modification to an Approved Park Development Review	III		Planning Commission	Yes
Minor Modification to an Approved Park Development Review	I		Planning Director	No
Nonconformities	I	10.032-10.036	Planning Director	No
Portable Storage Containers	II	10.840(D)(6)	Planning Director	Yes
Park Development Review	III	10.185	Planning Commission	Yes
Pre-Application	I	10.156	Not Applicable	No
Preliminary PUD Plan	III	10.190-10.198	Planning Commission	Yes
Property Line Adjustment	I	10.158	Planning Director	No
PUD Plan Revision(s)	III	10.198	Planning Commission	Yes
PUD Plan Termination	III	10.198	Planning Commission	Yes
Riparian Corridors, Reduction, or Deviation	I	10.927	Planning Director	No
Sign Permit	I	10.1000-10.1810	Planning Director	No
Site Plan and Architectural Review	III	10.200	SPAC	Yes
Tentative Plat, Partition	II	10.170	Planning Director	Yes
Tentative Plat, Subdivision	III	10.202	Planning Commission	Yes
Transportation Facility Development	IV	10.226	City Council	No
Urban Growth Boundary Amendment, Major	IV	Urbanization, 10.220	City Council	No
Urban Growth Boundary Amendment, Minor	IV	Urbanization, 10.222	City Council	No
Urbanization Plan	IV	10.200(B)(4)	City Council	No
Vacation of Public Right-of-Way	IV	10.226	City Council	No
Wireless Communication Facilities in Public Right-of-Way	I	10.824(G)	Planning Director	Yes
Zone Change, Major	IV	Review & Amendment, 10.220	City Council	No
Zone Change, Minor	III	10.204	Planning Commission	Yes

Table 10.124-1: Notice of Public Hearing Schedule by Procedure Type			
Procedure Type	Newspaper Publication	On-Site Public Hearing Sign	Affected Property Owners Notice
Type I	None	None	None
Type II	None	None	Within 14 calendar days of deeming an application complete, notice will be sent to all property owners within 200 feet of the project boundaries.
Type III: Conditional Use Permit, Exception, Park Development Review, Preliminary PUD Plan, Zone Change	Notice shall be published no later than 10 days prior to the public hearing date before the approving authority.	A sign shall be placed on the subject property 21 days prior to the public hearing date.	21 days prior to the public hearing date notice will be sent to all property owners within the project boundaries plus all property owners within 200 feet of the project boundaries. For Preliminary PUD Plans, Major Revision to a PUD, or neighborhood meetings , in addition to the above requirement that owners within the PUD are noticed and property owners within 200 feet of the PUD project boundary, the owners of no less than 75 tax lots shall be notified. If 75 tax lots are not located within 200 feet of the exterior boundary of the PUD, the notification area shall be extended by successive 50-foot increments, until the minimum number of lots are included in the notification area.

10.188 Historic Review.

(H) Historic Review Application Content

An application for Historic Review shall include the information and materials listed below:

- (1) Application form.
- (2) All information requested on the application form.
- (3) Findings of fact demonstrating compliance with the approval criteria in Section 10.188(c) ~~10.258~~, Historic Review, Approval Criteria.
- (4) Appropriate fee.

In addition to that listed, the City may require the applicant to submit additional information deemed necessary to take action on an application in accordance with this Code and applicable State laws.

10.190 Planned Unit Development (PUD) – Application and Approval Provisions.

(C) Application for a Preliminary PUD Plan.

(e) The names and mailing addresses of the owners of record of tax lots, obtained by the latest tax rolls of the Jackson County Assessor's Office, shall be submitted in accordance with the noticing requirements listed in Section 10.124-1. ~~located within the PUD boundary and located within 200 feet of the exterior boundary of the whole PUD. The owners of no less than seventy five (75) tax lots shall be notified of the pending land use hearing. If seventy five (75) tax lots are not located within two hundred (200) feet of the exterior boundary of the PUD, the notification area shall be extended by successive fifty (50) foot increments, until a minimum of seventy five (75) tax lots are included in the notification area. The owners of all tax lots within the extended notification area shall receive written notice; therefore, noticing of more than seventy five (75) tax lots may be required. The names and mailing addresses shall be typed on mailing labels and shall include the assessor map and tax lot numbers for each parcel.~~

(f) A conceptual stormwater facility plan with associated landscape plan, if applicable, pursuant to Sections 10.486(B) or 10.729(B).

(g) Documentation of pre-submittal PUD Neighborhood Meeting. Documentation shall include:

(i) A copy of a Certificate of Mailing for the neighborhood meeting notification mailing pursuant to Section 10.194(C);

(ii) A completed Verification of Neighborhood Meeting form attesting to the contents of the materials provided or reviewed at the meeting;

- (iii) A set of the notification materials listed in Section 10.194 (B); and,
- (iv) The signature sheet(s) from the Neighborhood Meeting.

(2) An applicant may postpone the submission and approval of architectural plans for proposed buildings and to have such plans approved later as a separate matter under Section 10.192(I) after the Preliminary PUD Plan has been approved. When the approval of architectural plans has been postponed, the Preliminary PUD Plan shall show a conceptual footprint for each planned building and each building footprint shall be separately enclosed by a dashed line which shall be called and labeled a building envelope. Building envelopes shall reasonably anticipate and define the maximum extent of the footprint for each building in the PUD.

(3) Extended Notification Area, PUD. The application for Preliminary PUD Plan shall include the names and mailing addresses of the owners of record of tax lots, obtained by the latest tax rolls of the Jackson County Assessor's Office, **in accordance with the noticing requirements listed in Section 10.124-1.** ~~located within the PUD boundary and located within 200 feet of the exterior boundary of the whole PUD. The owners of no less than seventy-five (75) tax lots shall be notified of the pending land use hearing. If seventy-five (75) tax lots are not located within two hundred (200) feet of the exterior boundary of the PUD, the notification area shall be extended by successive fifty (50) foot increments, until a minimum of seventy-five (75) tax lots are included in the notification area. The owners of all tax lots within the extended notification area shall receive written notice; therefore, noticing of more than seventy-five (75) tax lots may be required. The names and mailing addresses shall be typed on mailing labels and shall include the assessor map and tax lot numbers for each parcel.~~

10.194 Preliminary PUD Plan – Neighborhood Meeting Requirement.

(C) Scheduling and Noticing Neighborhood Meeting, Preliminary PUD Plans.

It shall be the responsibility of the applicant to schedule the neighborhood meeting and provide adequate notification of the meeting. The applicant shall send mailed notice of the neighborhood meeting **in accordance with the noticing requirements listed in Section 10.124-1.** ~~to the owners of no less than 75 of the nearest tax lots regarding the neighborhood meeting. If 75 tax lots are not located within 200 feet of the exterior boundary of the PUD, the notification area shall be extended by successive 50 foot increments, until a minimum of 75 tax lots are included in the notification area. The owners of all tax lots within the extended notification shall receive written notice; therefore, noticing of more than 75 tax lots may be required.~~ In addition to the affected property owners, the applicant shall also provide notice to the Planning Department. The applicant shall use the Jackson County Tax Assessor's property owner list from the most recent property tax assessment roll. The notice shall be mailed a minimum of 15 days prior to the neighborhood meeting which shall be held in Medford on a weekday evening. A certificate of mailing attesting to the date of mailing and the name and signature of the agent responsible for mailing said notices

shall be prepared and submitted to the Planning Department in accordance with the materials identified in the application for Preliminary PUD Plan. The notice for PUD neighborhood meeting shall include:

- (1) Date, time and location of the neighborhood meeting; and,
- (2) A brief written description of the proposal; and,
- (3) The location of the subject property, including address (if applicable), nearest cross streets and any other easily understood geographical reference, and a map (such as a tax assessor's map) which depicts the subject property.

10.204 **Zone Change.**

(A) Zone Change Initiation.

A zoning district boundary change may be initiated by the Planning Commission either on its own motion or at the request of the City Council, or by application of the property owner(s) in the area subject to the zone change.

(B) Zone Change Approval Criteria.

The Planning Commission shall approve a quasi-judicial, minor zone change if it finds that the zone change complies with subsections (1) through (3) below:

(1) The proposed zone is consistent with the Transportation System Plan (TSP) and the General Land Use Plan Map designation. A demonstration of consistency with the acknowledged TSP will assure compliance with the Oregon Transportation Planning Rule.

(2) Where applicable, the proposed zone shall also be consistent with the additional locational standards of the below sections (2)(a), (2)(b), (2)(c), or (2)(d). Where a special area plan requires a specific zone, any conflicting or additional requirements of the plan shall take precedence over the locational criteria below.

(a) For zone changes to SFR-2, the zoning shall be approved under either of the following circumstances:

(i) if at least 70% of the area proposed to be re-zoned exceeds a slope of 15%,

(ii) if other environmental constraints, such as soils, geology, wetlands, and flooding, restrict the capacity of the land to support higher densities.

(b) For zone changes to SFR-4, the zoning shall be approved under any of the following circumstances:

(i) if at least 70% of the area proposed to be re-zoned exceeds a slope of 12%; or

- (ii) if area to be rezoned is within a wildfire hazard zone;
- (iii) if the property to be rezoned is one gross acre or less in size; or
- (iv) if the property to be rezoned is within the Southeast Area Overlay.

(bc) For zone changes to SFR-10 ~~where the permitted density is proposed to increase~~, one of the following conditions must exist:

- ~~(i) At least one parcel that abuts the subject property is zoned SFR-10; or~~
- (i) At least one parcel within 200 feet of the subject property is zoned SFR-10; or
- (ii) The area to be re-zoned is ~~five~~ three acres or larger; or
- (iii) The subject property, and any abutting parcel(s) that is(are) in the same General Land Use Plan Map designation and is(are) vacant, when combined, total at least five acres.

(e-d) For zone changes to any commercial zoning district, the following criteria shall be met for the applicable zoning sought:

- (i) The overall area of the C-N zoning district shall be three acres or less in size and within, or abutting on at least one boundary, with residential zoning. In determining the overall area, all abutting property(s) zoned C-N shall be included in the size of the district.
- (ii) The overall area of the C-C zoning district shall be over three acres in size and shall front upon a collector or arterial street or state highway. In determining the overall area, all abutting property(s) zoned C-C shall be included in the size of the district.
- (iii) The overall area of the C-R zoning district shall be over three acres in size, shall front upon an arterial street or state highway, and shall be in a centralized location that does not otherwise constitute a neighborhood shopping center or portion thereof. In determining the overall area, all abutting property(s) zoned C-R shall be included in the size of the district. The C-R zone is ordinarily considered to be unsuitable if abutting any residential zones, unless the applicant can show it would be suitable pursuant to (2)(e) below.
- (iv) The C-H zone shall front upon an arterial street or state highway. The C-H zone may abut the General Industrial (I-G), Light Industrial (I-L), and/or any commercial zone. The C-H zone is ordinarily considered to be unsuitable if abutting any residential or I-H zones, unless the applicant can show it would be suitable pursuant to (2)(e) below.

(~~d~~e) For zone changes to any industrial zoning district, the following criteria shall be met for the applicable zoning sought:

(i) The I-L zone may abut residential and commercial zones, and the General Industrial (I-G) zone. The I-L zone is ordinarily considered to be unsuitable when abutting the Heavy Industrial (I-H) zone, unless the applicant can show it would be suitable pursuant to (2)(e) below.

(ii) The I-G zone may abut the Heavy Commercial (C-H), Light Industrial (I-L), and the Heavy Industrial (I-H) zones. The I-G zone is ordinarily considered to be unsuitable when abutting the other commercial and residential zones, unless the applicant can show it would be suitable pursuant to (2)(e) below.

(iii) The I-H zone may abut the General Industrial (I-G) zone. The I-H zone is ordinarily considered to be unsuitable when abutting other zones, unless the applicant can show it would be suitable pursuant to (2)(e) below.

(~~e~~f) For purposes of (2)(c) and (2)(d) above, a zone change may be found to be suitable where compliance is demonstrated with one or more of the following criteria:

(i) The subject property has been sited on the General Land Use Plan Map with a GLUP Map designation that allows only one zone;

(ii) At least 50% of the subject property's boundaries abut zones that are expressly allowed under the criteria in (2)(c) or (2)(d) above;

(iii) At least 50% of the subject property's boundaries abut properties that contain one or more existing use(s) which are permitted or conditional use(s) in the zone sought by the applicant, regardless of whether the abutting properties are actually zoned for such existing use(s); or

(iv) Notwithstanding the definition of "abutting" in Section 10.012 and for purposes of determining suitability under Subsection (2) (e), the subject property is separated from the "unsuitable" zone by a public right-of-way of at least 60 feet in width.

(~~f~~g) For zone changes to apply or to remove an overlay zone (Limited Industrial, Exclusive Agricultural, Freeway, Southeast, Historic) the criteria can be found in the applicable overlay section (Sections 10.345 through 10.413).

ARTICLE III

PERMITTED USES IN RESIDENTIAL ZONING DISTRICTS	SFR 00	SFR 2	SFR 4	SFR 6	SFR 10	MFR 15	MFR 20	MFR 30	Special Use or Other Code Section(s)
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**2. MULTIPLE
FAMILY
RESIDENTIAL**

(a) Duplex Dwelling— Interior Lot	X	X	X	P	Ps	Ps	Ps	Ps	
(a) Duplex Dwelling	X	X	P	P	P	P	P	P	

ARTICLE V

10.705 Building Height and Side-Yard Determination

A. **Calculation.** Building height shall be determined by measuring the vertical distance from the average contact ground level at the front wall of the building to the highest ~~point of the roof surface for flat roofs; and to the average height between eaves and ridge for gable, hip, mansard, and gambrel roofs~~ top plate. For properties that slope downward from the street, the building height shall be measured from both the front and rear elevations as per the following:

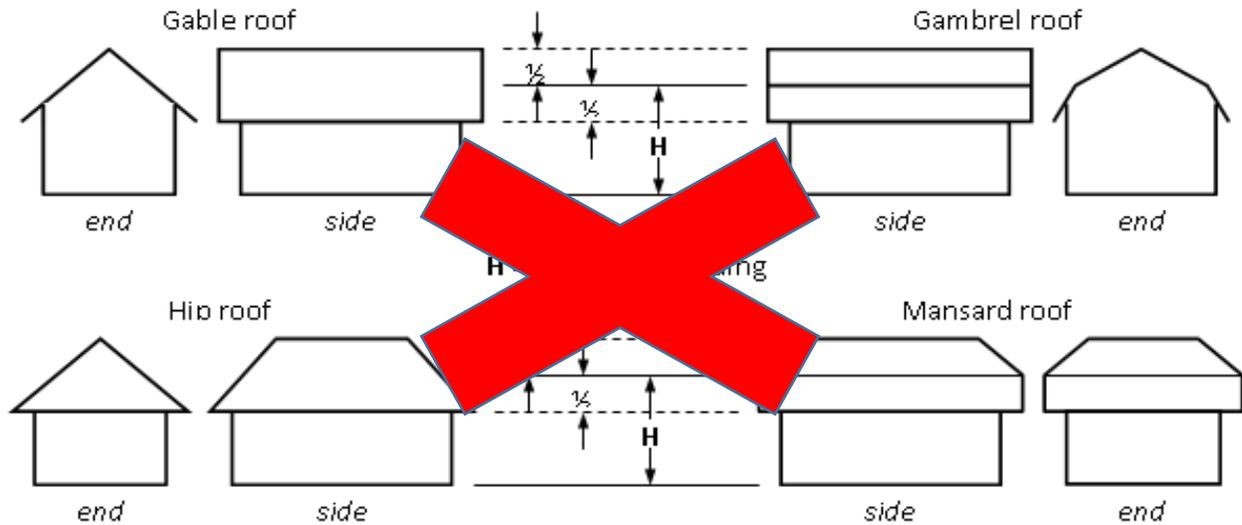
(1) The measurement of the front wall shall be calculated as listed above in subsection A. The measurement of the back wall shall be calculated measuring the vertical distance from the lowest contact ground level at the back wall of the building to the highest top plate. If the back elevation is higher than the front wall elevation, the rear elevation shall be used for purposes of side and rear yard setbacks.

B. **Exemptions** – Building height limitations shall not apply to:

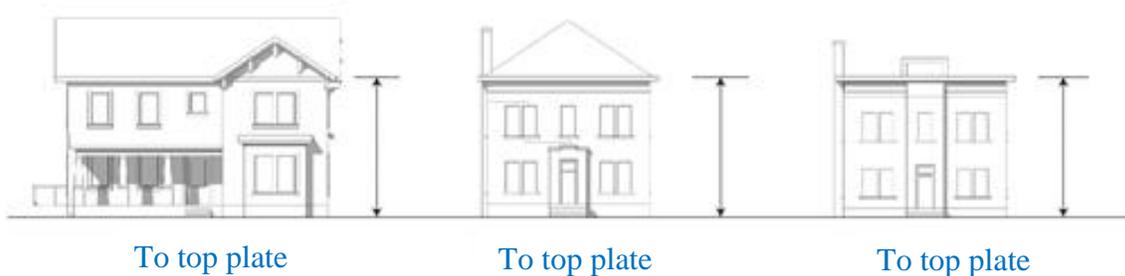
(1) Chimneys, church spires, belfries, cupolas, flag poles, antennas, support structures and antennas for amateur radio operations (as per ORS 221.295), and other similar projections that are accessory to the permitted use.

(2) Wireless communication transmission towers, which are subject to the Special Use Standards contained in Section 10.824.

(3) Public utility service facilities, which are subject to the Special Use Standards contained in Section 10.830.



How to Measure Building Height



C. Determining Side-Yards for Detached Single-Family, Duplex Dwellings, and Townhomes.

1) Side-yards are calculated using the building height measured at the adjacent contact ground level at the outside edges of the front wall of the building. The side-yard is measured from property line to the nearest vertical structural element (i.e. wall or post) of any area under roof cover. For properties that slope downward from the street, the measurement for determining side yard setbacks is listed in Section 10.705(A)(1).

2) The side-yard is based on the following building heights:

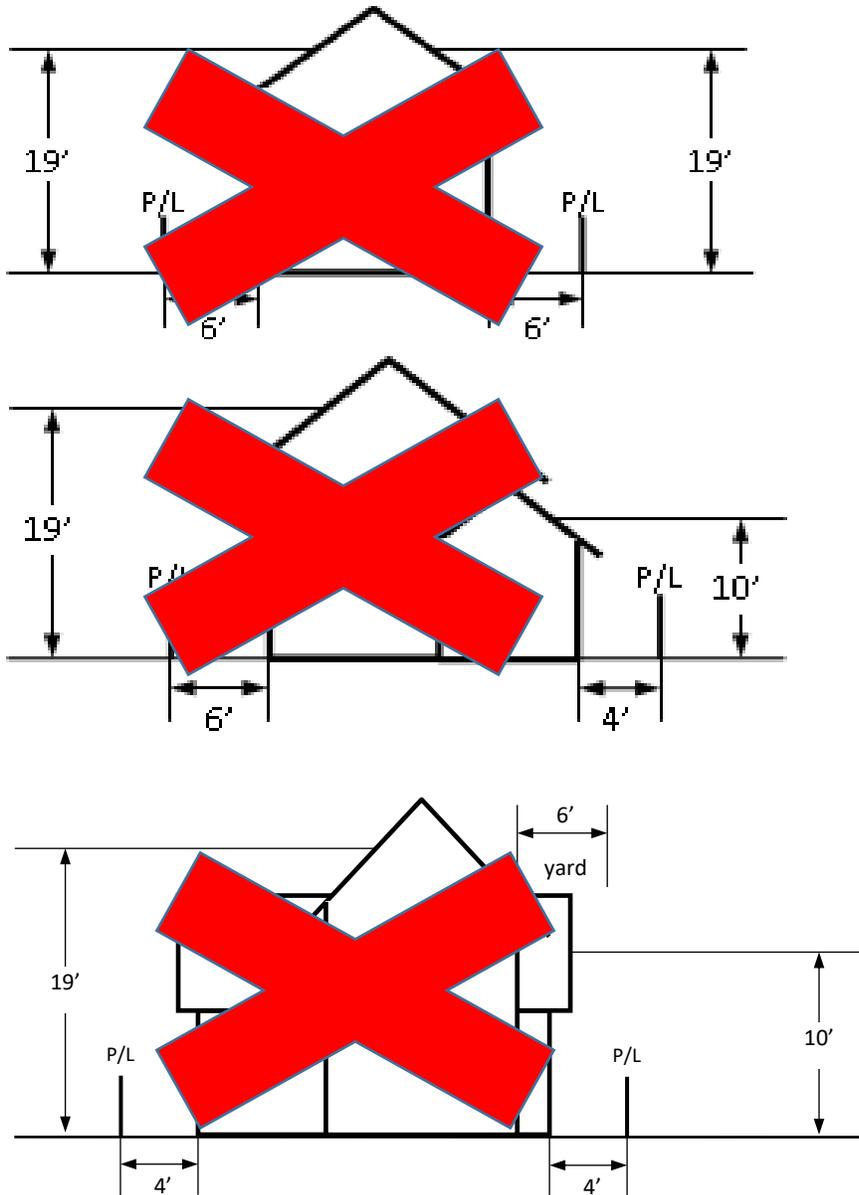
Table 10.705-1

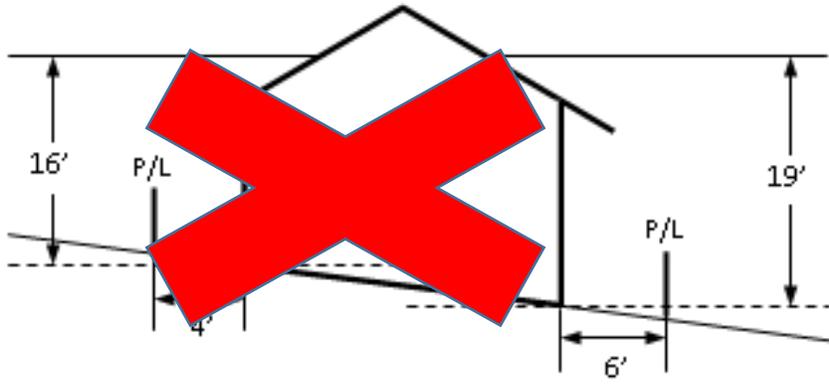
Building Height Range:	Required Yard:
0 – 18 feet	4 feet
19 – 22 feet	6 feet
23 – 26 feet	8 feet
27 – 30 feet	10 feet
31+ feet	12 feet

Note: Height is rounded to the nearest whole number (up for numbers 0.5 and greater, and down for numbers less than 0.5)

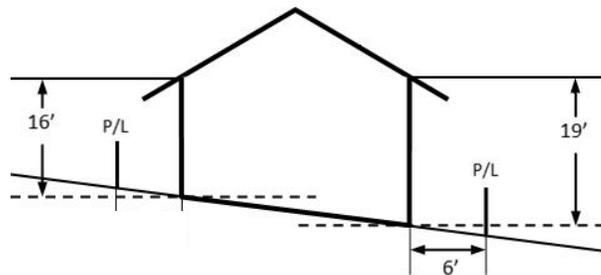
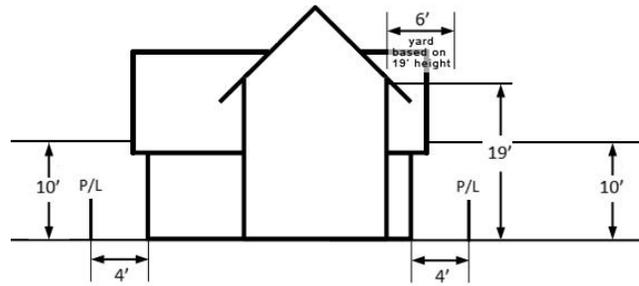
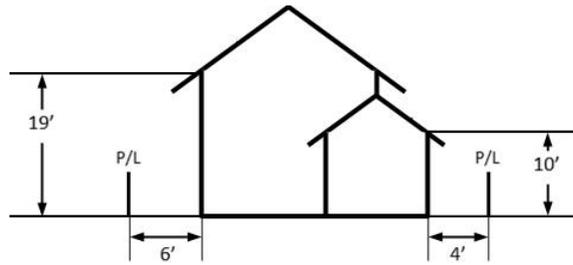
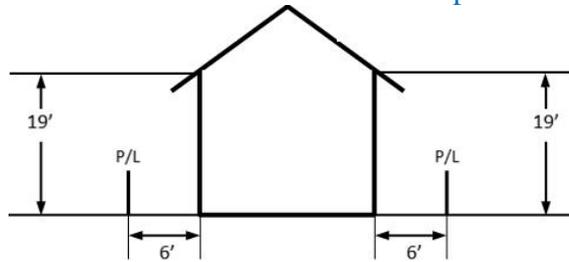
Note: Minimum required yards allow for a maximum one-foot eave overhang. Required yards for buildings with an eave overhang greater than one foot shall be increased in direct correlation. (See Section 10.707).

~~Side Yard Examples~~





Side Yard Setback Examples



10.708 Residential Density.

C. General Exceptions to Residential Density Calculations.

(1) Multiple-Family Dwelling Units in Commercial Zoning Districts, Except Neighborhood Commercial (C-N). The minimum density factor shall be the same as the MFR-30 zoning district, found in Sections 10.710 – 10.713; there is no maximum density restriction.

(2) Mixed-Use Buildings. For mixed-use buildings as defined herein, in commercial zoning districts (save for C-N), there shall be no minimum or maximum number of dwelling units required. In the Neighborhood Commercial (C-N) zoning district, dwelling units must be located in a mixed-use building and conform to Section 10.837.

(3) Congregate Living Facilities. For units in a congregate living facility that do not contain full kitchen or cooking facilities, each unit may be counted as 0.7 of a dwelling unit for purposes of calculating density. The living unit shall be counted as a full dwelling unit for purposes of calculating the parking requirement.

(4) Parcels Under One (1) Gross Acre. For parcels under one gross acre in size, the minimum density may be reduced by one unit without applying for an Exception.

(5) Duplexes in the SFR-4, SFR-6, and SFR-10 zones are permitted on lots that meet the lot area range requirements in Section 10.713 without having to meet the minimum density.

MORE ON NEXT PAGE..

10.712 Townhouse Dwellings.

TOWNHOUSE DWELLINGS			
Three or more attached dwelling units, with each unit on a separate tax lot, occupying the interior space from ground to roof, and having direct access to individual private outdoor space.			
Development Standards	SFR-10	MFR-15	MFR-20
Minimum and Maximum Density Factor Range (See 10.708)	6.0 to 10.0 dwelling units per gross acre	10.0 to 15.0 dwelling units per gross acre	15.0 to 20.0 dwelling units per gross acre
Lot Area Range (Square Feet)	3,250 to 8,125	2,500 to 4,500	1,800 to 3,000
Maximum Coverage Factor (See 10.706)	50%		
Minimum Interior Lot Width	25 feet	20 feet	
Minimum Corner Lot Width	35 feet	30 feet	
Minimum Lot Depth	90 feet	90 feet	
Minimum Lot Frontage	25 feet	20 feet	
Minimum Front Yard Building Setback	15 feet ✖ EXCEPT 20 feet for vehicular entrances to garages or carports		
Minimum Street Side Yard Building Setback	10 feet ✖ EXCEPT 20 feet for vehicular entrances to garages or carports		
Minimum Side Yard Building Setback (side not attached to building)	4 feet for 0–18 feet building height 6 feet for 19–22 feet building height 8 feet for 23–26 feet building height 10 feet for 27– 30 feet building height 12 feet for 31 feet or taller building height		
Minimum Rear Yard Building Setback	10 feet ✖	10 feet ✖	
Maximum Height (See 10.705)	35 feet		
Bufferyard Setback	8 feet from bufferyard to any doors on a dwelling unit		

TOWNHOUSE DWELLINGS

Three or more attached dwelling units, with each unit on a separate tax lot, occupying the interior space from ground to roof, and having direct access to individual private outdoor space.

Development Standards	SFR-10	MFR-15	MFR-20
<i>* Those portions of any townhouse dwelling located within 20 feet of any property line common with property containing single family zoning shall not exceed one story.</i>			
<i>The terms used herein, such as lot width, lot depth, front yard, etc., are defined in Article I, Section 10.012.</i>			

MORE ON NEXT PAGE..

10.713 Duplex Dwellings.

The following standards apply to the development of duplex dwellings within the various residential districts. See Article III, Sections 10.308 through 10.312 for detailed descriptions of each residential zoning district and density factors, and Section 10.314 for conditional, special, and permitted uses.

DUPLEX DWELLINGS						
Two attached dwelling units on an individual lot or divided by a lot-line.						
DEVELOPMENT STANDARDS	SFR-4	SFR-6	SFR-10	MFR-15	MFR-20	MFR-30
Special Standards	A duplex SHALL be divided by a lot line. A duplex is permitted on a lot if it meets the lot area ranges below.	A duplex SHALL be divided by a lot line. A duplex is permitted on a lot if it meets the lot area ranges below.	A duplex need not be divided by a lot line. A duplex is permitted on a lot if it meets the density calculation: the lot area ranges below.	One or more duplexes are permitted on a single site when density is met.		
Minimum and Maximum Density Factor Range (See 10.708)	2.5 to 4.0 dwelling units per gross acre	4.0 to 6.0 dwelling units per gross acre	6.0 to 10.0 dwelling units per gross acre	10.0 to 15.0 dwelling units per gross acre	15.0 to 20.0 dwelling units per gross acre	20.0 to 30.0 dwelling units per gross acre
Lot Area Range (Square Feet)	6,750 8,500* to 18,750* each half	5,400 6,000* to 12,500* each half	4,500 6,000* to 12,500*	4,500 5,000* to 12,500*		
Maximum Coverage Factor (See 10.706)	50%		50%			
Minimum Interior Lot Width	75 feet* each half	60 feet* each half	50 feet*			
Minimum Corner Lot Width	75 feet* each half	60 feet* each half	60 feet*			

DUPLEX DWELLINGS

Two attached dwelling units on an individual lot or divided by a lot-line.

DEVELOPMENT STANDARDS	SFR-4	SFR-6	SFR-10	MFR-15	MFR-20	MFR-30
Minimum Lot Depth	90 feet					
Minimum Lot Frontage	15 feet each half 30 feet*					
Minimum Front Yard Building Setback	15 feet EXCEPT the garage shall be a minimum of 20 feet. If the garage door is perpendicular to the street then the minimum setback to the side wall of the garage is 15 feet (see Garage Setback Diagram in Section 10.710)					
Minimum Street Side Yard Building Setback	10 feet EXCEPT 20 feet for vehicular entrances to garages or carports					
Minimum Side Yard Building Setback	4 feet for 0–18 feet building height 6 feet for 19–22 feet building height 8 feet for 23 –26 feet building height 10 feet for 27 –30 feet building height 12 feet for 31 feet or taller building height					
Minimum Rear Yard Building Setback	The rear yard is equal to the greater of the side yard setbacks calculated in §10.705(C), and not less than 4 feet. EXCEPTION: If the rear property line abuts a collector or arterial street, or the parcel is a through lot, then the setback is a minimum of 10 feet.					
Maximum Height (See 10.705)	35 feet					
Bufferyard Setback	8 feet from bufferyard to any doors on a dwelling unit					
Where the duplex is REQUIRED to be divided by a lot-line (SFR-4 and SFR-6), THEN the standards pertain to each half separately.						
For the other zoning districts, the The* indicates standards that are divided in half IF the duplex is to be divided by a lot-line. Where the duplex is permitted without being divided by a lot-line, THEN T two DETACHED dwelling units are permitted in lieu of the duplex.						
<i>The terms used herein, such as lot width, lot depth, front yard, etc., are defined in Article I, Section 10.012.</i>						

MORE ON NEXT PAGE..

10.714 Multiple-Family Dwellings.

The following standards apply to the development of multiple-family dwellings within the various residential districts. See Article III, Sections 10.308 through 10.312 for detailed descriptions of each residential zoning district and density factors, and Section 10.314 for conditional, special, and permitted uses.

MULTIPLE-FAMILY DWELLINGS Three or more attached dwelling units.				
Development Standards	SFR-10	MFR-15	MFR-20	MFR-30
Special Standards	Multiple-family dwellings in SFR-10 are permitted ONLY if the units can be individually owned			
Minimum and Maximum Density Factor Range (See 10.708)	6.0 to 10.0 dwelling units per gross acre	10.0 to 15.0 dwelling units per gross acre	15.0 to 20.0 dwelling units per gross acre	20.0 to 30.0 dwelling units per gross acre
Minimum Lot Area (Square Feet)	15,000	9,000	8,000	
Maximum Coverage Factor (See 10.707)	50%			50%
Minimum Interior Lot Width	80 feet			
Minimum Corner Lot Width	90 feet			
Minimum Lot Depth	120 feet	100 feet		
Minimum Lot Frontage	30 feet			
Minimum Front Yard Setback	20 feet* EXCEPT 15 feet IF vehicular access to the garage is parallel to the street			

MULTIPLE-FAMILY DWELLINGS Three or more attached dwelling units.				
Development Standards	SFR-10	MFR-15	MFR-20	MFR-30
Minimum Street Side Yard Setback	15 feet * EXCEPT 20 feet for vehicular entrances to garages or carports	10 feet * EXCEPT 20 feet for vehicular entrances to garages or carports		
Minimum Side Yard Setback	10 feet *	4 feet PLUS 1/2 foot for each foot in building height over 15 feet *		
Minimum Rear Yard Setback	20 feet	4 feet PLUS 1/2 foot for each foot in building height over 15 feet EXCEPT 10 feet IF the rear property line abuts a collector or arterial street *		
Maximum Height (See 10.705)	35 feet			
Bufferyard Setback	8 feet from bufferyard to any doors on a dwelling unit			
Those portions of any multiple family dwelling located within 20 feet of any property line common with property containing single family zoning shall not exceed one story.				
<i>The terms used herein, such as lot width, lot depth, front yard, etc., are defined in Article I, Section 10.012.</i>				

10.716A Multiple-Family Dwelling, Special Development Standards, Applicability.

A. The requirements of Sections 10.717 through 10.719 shall apply to all multiple-family dwellings consisting of three or more attached dwelling units as per Section 10.714.

10.717 Multiple-Family Dwellings, Special Development Standards.

(4) Windows shall be inset a minimum of ~~3~~ 1.5 inches from the adjacent wall plane, or fully surrounded by trim in order to create the necessary minimum inset depth of ~~3~~ 1.5 inches.

10.747 General Provisions, Bicycle Parking.

The bicycle parking and storage provisions are intended to provide bicycle parking facilities to accommodate bicycle travel and encourage additional bicycle trips.

Bicycle parking facilities shall be either lockable enclosures in which the bicycle is stored or stationary racks which accommodate bicyclist's locks securing the frame and both wheels. Bicycle racks or lockers shall be securely anchored to the surface or to a structure.

If 10 or more bicycle parking spaces are required, then at least 50% of the bicycle parking spaces shall be covered. For the purposes of this section, covered parking may include placement underneath an awning, eave or other overhang or other facility as determined by the approving authority that protects the bicycle from direct exposure to the elements.

Bicycle parking shall be separated from motor vehicle parking and maneuvering areas by a barrier or sufficient distance to prevent damage to parked bicycles.

Any building expansion, or any new construction (excluding two-family and three-family dwellings), **or new parking facilities, including parking lot expansions**, shall bring the property into conformance with the Bicycle Parking and Storage Regulations.

When required by this code, the site development plan shall include a bicycle parking plan, drawn to scale and submitted with the development permit application. The plan shall show all those elements necessary to indicate that the requirements of this code are being fulfilled.

10.749 Location of Bicycle Parking Facilities.

Required bicycle parking facilities shall be located on-site in well lighted, secure locations within 50 feet of well-used entrances **or inside a building in a suitable, secure, and accessible location. and not farther from the entrance than the closest automobile parking space.** Bicycle parking shall have direct access to both the public right-of-way and to a main entrance of the principal use. ~~Bicycle parking may also be provided inside a building in suitable, secure and accessible locations.~~ Bicycle parking for multiple uses (such as in a commercial center) may be clustered in one or several locations.

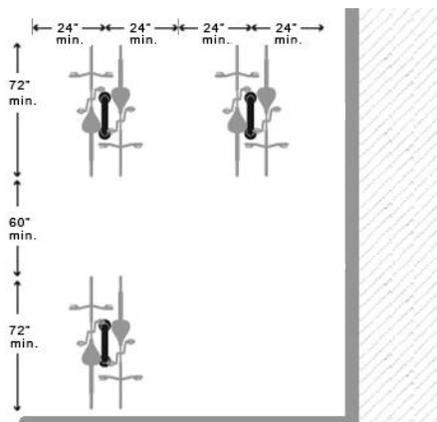
10.750 General Design Requirements for Bicycle Parking.

All bicycle parking and maneuvering areas shall be constructed to the following minimum design standards:

(1) Surfacing: Outdoor bicycle parking facilities shall be surfaced in the same manner as a motor vehicle parking area or with a minimum of a three-inch thickness of hard surfacing (i.e., asphalt, concrete, pavers or similar material). This surface will be maintained in a smooth, durable and well-drained condition.

(2) Parking Space Dimension Standard: Bicycle parking spaces shall be at least 6 feet long and 2 feet wide with minimum overhead clearance of 7 feet.

Bike Parking Dimensional Standards



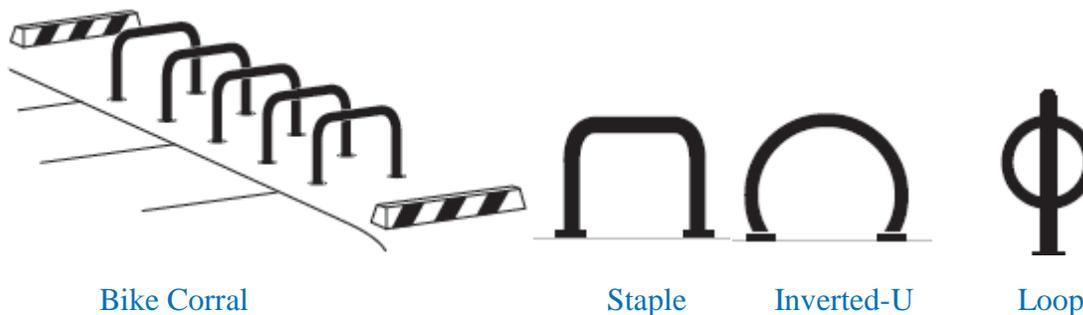
(3) **Lighting:** Lighting shall be provided in a bicycle parking area so that all facilities are thoroughly illuminated and visible from adjacent sidewalks or motor vehicle parking lots during all hours of use.

(4) **Aisles:** A 5-foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.

(5) **Signs:** Where bicycle parking facilities are not directly visible from the public rights-of-way, entry and directional signs shall be provided to direct bicycles from the public rights-of-way to the bicycle parking facility.

(6) **Rack Type:** Bicycle parking shall consist of racks that provide two points of contact with the frame at least 6 inches apart horizontally and have a minimum height of 32 inches. The approving authority may authorize other means of bicycle parking that provides protection, such as bike lockers or secured bicycle group enclosures. The wave rack style shall not be permitted.

Examples of Acceptable Bike Rack Types



10.752 Noise Standards and Regulations for Commercial and Industrial Sources.

B. New Noise Sources.

(1) New Sources Located on Previously Used Sites: No person owning or controlling a new industrial or commercial noise source located on a previously used industrial or commercial site shall cause or permit the operation of that noise source if the statistical noise levels generated by the new source and measured at an appropriate measurement point, specified in Section 10.752.FB(2), exceed the levels specified in Table 752-2, except as otherwise provided herein.

10.821 Accessory Dwelling Unit (ADU).

For the purposes of this Chapter, a single-family dwelling with an accessory dwelling unit (ADU), as defined herein, shall not be considered a duplex or multiple-family dwelling. ADUs are defined as either:

Accessory Dwelling Unit - Attached (ADU-A). An ADU-A is attached to the primary dwelling unit by a shared wall or as an additional story above or below the primary dwelling unit.

(5) Conversion of existing ~~habitable~~ space within the primary dwelling to an Attached ADU (ADU-A) ~~may~~ shall not be subject to the provision of 10.821(B)(4). When deviating from 10.821(B)(4) the ADU-A shall ~~be not exceed~~ 50 percent ~~or less in of the~~ GHFA ~~than~~ of the primary dwelling.

10.823 Small Food Vendors.

(1) “Small Food Vendor” means any site-built or prefabricated structure that is used for the purpose of preparing, processing or converting food for immediate consumption as a drive-in, drive-through, curb or walk-up service that is a maximum size of 128 square feet and is located on one site or tax lot for any period of 24 hours or more.

(2) Small food vendors shall be permitted in the C-S/P, C-N, C-C, C-H, C-R, I-L, and I-G zoning districts and subject to the following standards:

A. The exterior length and width dimension of the small food vendor unit (“unit”), when multiplied, shall enclose no more than 128 square feet. If the unit exceeds 128 square feet, the application must be reviewed and approved by either the Site Plan and Architectural Commission or the Landmarks and Historic Preservation Commission as a ~~standard~~ drive-through restaurant under this chapter and is not subject to these provisions.

10.824 Wireless Communication Facilities.

2) General Requirements:

(a) All facilities shall be installed and maintained in compliance with the requirements of the current Oregon Structural Specialty Code. Building Permit applications shall include written statements from the Federal Aviation Administration (FAA), Oregon Aeronautics Division, and the Federal Communication Commission (FCC) that the proposed wireless communication facility complies with regulations administered by that agency, or that the facility is exempt from regulation.

(b) When facilities are located within a C-N, C-S/P, or any residential zone, all associated transmittal equipment shall be housed in an all-weather equipment cabinet, or in the alternative, an equipment building, above or below ground level, which must be designed to achieve minimal visual impact with the surrounding environment.

(c) Any ground-mounted accessory equipment shall be enclosed by a security fence or wall subject to Sections 10.731 through 10.735. Such barriers shall be landscaped in ~~a manner that provides a natural sight-obscuring screen around the barrier to a minimum height of six feet~~ accordance with Section 10.824 (F)(3).

10.837 Dwelling Units in Commercial Districts.

Dwelling Units shall be allowed in all commercial districts except the Neighborhood Commercial (C-N) zone subject to the ~~dwelling type density standards established~~ for housing within the MFR-30 district. ~~The site development standards shall follow MFR-30 zone, except for the maximum building height and setbacks, which shall follow the underlying commercial zoning in which the property is located.~~ In addition, single family dwelling units shall be allowed in all commercial districts when attached to a commercial building and approved by the Site Plan and Architectural Commission or Landmarks and Historic Preservation Commission as applicable. In the Neighborhood Commercial (C-N) district single family and multiple family residential uses are permitted only when the total residential use is attached, accessory, and subordinate to the primary commercial use.

10.933 Constraints Analysis.

Prior to submitting a Type III land use application (except for zone changes), a Constraints Analysis identifying physical constraints and proposing mitigation measures shall ~~be have been submitted. and deemed "complete" by the City Engineer or designee within 10 working days of submission.~~ Within 10 days of receipt, the City Engineer or designee shall determine whether the constraints analysis is complete per this section. A ~~"complete"~~ Constraints Analysis is one that contains all items in Sections 10.933(A) (1)-(7) and 10.933(B) (1)-(4).

PROPOSAL

The proposed amendment was discussed with the LHPC at study sessions in January and May of this year. The LHPC members were supportive of the idea of making more minor projects eligible for administrative approval under the Minor Historic Review process (subject to specific standards for each type of project), and staff formally presented draft code amendment language to the LHPC at their regular meeting of June 4, 2019. The LHPC voted to forward a positive recommendation for the code amendment to the Planning Commission. The new types of projects proposed for inclusion under Minor Historic Review are listed below, and a complete copy of the proposed code amendment text is attached for review as Exhibit A.

- Fencing in residentially-zoned Historic Preservation Overlay Districts, if the fencing will be visible from the public right-of-way (no regulation of fencing that is not visible from the right-of-way);
- New signage;
- Limited modifications to non-contributing and non-historic buildings.

NEXT STEPS

The tentative hearings schedule includes the following:

6/27/19: First evidentiary hearing with Planning Commission
8/1/19: City Council hearing

EXHIBITS

- A. Draft code amendment text

10.108 Land Use Review Procedure Types.

Table 10.108-1 identifies the procedural type, applicable standards, and approving authority for each type of land use review as well as whether the 120-day rule in Section 10.104(D) is applicable. Each procedural type is subject to specific due process and administrative requirements of this chapter.

Table 10.108-1. Land Use Review Procedures				
Land Use Review Type	Procedural Type	Applicable Standards	Approving Authority	Subject to 120 Day Rule (ORS 227.178)?
Annexation	IV	Urbanization, 10.216	City Council	No
Appeal of Final PUD Plan Decision	I	10.140(F)(3)	Planning Commission	No
Appeal of Minor Historic Review Decision	I	10.140(F)(4)	LHPC	No
Appeal of Type II Decision	III	10.140(G)	Planning Commission	Yes
Appeal of Type III Decision	IV	10.140(H)	City Council	Yes
Appeal of Type IV Decision	IV	10.140(I)	LUBA	No
Comprehensive Plan Amendment, Major	IV	Review & Amendment, 10.220	City Council	No
Comprehensive Plan Amendment, Minor	IV	Review & Amendment, 10.222	City Council	No
Conditional Use Permit	III	10.184	Planning Commission	Yes
De Minimis Revision(s) to an Approved PUD Plan	I	10.198	Planning Director	No
Exception	III	10.186	PC/LHPC/SPAC	Yes
Final PUD Plan	I	10.196	Planning Director	No
Final Plat, Subdivision or Partition	I	10.160	Planning Director	No
General Land Use Map Amendment, Major	IV	GLUP, Review & Amendment, 10.220	City Council	No
General Land Use Map Amendment, Minor	IV	GLUP, Review & Amendment, 10.222	City Council	No
Historic	III	10.188	LHPC	Yes
Land Development Code Amendment	IV	10.218	City Council	No
Minor Historic Review	I	10.148 10.188(C)(3)	Planning Director	No
Major Modification to a Site Plan & Architectural Review Approval	III	10.200(H)(1)	SPAC	Yes

* * *

Exhibit A

10.110 **Designation and Duties of Approving Authorities.**

* * *

(M) The Landmarks and Historic Preservation Commission, Other Duties

* * *

(3) To adopt approval criteria for Minor Historic Review of alterations and/or new construction of residential fencing, roofing materials, exterior colors, signage, awnings, and non-contributing and non-historic buildings ~~or sign face design for an existing sign~~ within Historic Preservation Overlay Districts. Such criteria shall be consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Places as applicable.

* * *

(6) To support the enforcement of all state laws related to historic preservation.

(7) To identify and evaluate properties in the City and maintain a Historic Resource Survey consistent with the Standards of the Oregon State Historic Preservation Office (SHPO).

* * *

10.188 **Historic Review.**

* * *

(C) Historic Review, Approval Criteria.

* * *

(3) Minor Historic Review.

~~Minor Historic Review of certain exterior alterations may be conducted by the Planning Director, according to standards adopted by the Landmarks and Historic Preservation Commission. The Planning Director shall approve a Minor Historic Review application if the proposal conforms to approval criteria adopted by the Landmarks and Historic Preservation Commission. These approval criteria are available at the Planning Department.~~

~~Minor Historic Review shall be limited to the review of:~~

- ~~(a) Changes in roofing materials and exterior paint colors in residentially zoned Historic Preservation Overlay Districts as per the Paint and Roofing Approval Criteria adopted in December 2007;~~
- ~~(b) Changes in exterior paint colors in commercially zoned Historic Preservation Overlay Districts, when new paint colors are chosen from the adopted color palette;~~
- ~~(c) Changes in awning fabric materials without a change in the shape of the awning frame, in Historic Preservation Overlay Districts, if the new fabric is either solid or striped and the fabric colors are chosen from the adopted color palette;~~

~~(d) Change of sign face/copy as defined in Section 10.1010.~~

Within Historic Preservation Overlay Districts, certain exterior alterations may be approved by the Planning Director as a Type I land use action when the proposal is in conformance with the applicable standards of this section. Any proposal that is determined by the Planning Director to not be in conformance with the applicable standards shall be subject to Historic Review by the Landmarks and Historic Preservation Commission as per Section 10.188(C)(2). Applications for Minor Historic Review shall be limited to the following:

(A) Exterior Paint Colors.

Option 1 (existing process): Changes in exterior paint colors shall be approved when the new paint colors are selected from the adopted color palette which is available at the Planning Department. No more than three individual colors, hues, or tones may be selected from the adopted color palette.

Option 2: Changes in exterior paint colors will be exempt from Historic Review.

(B) Residential Fencing. Fences may be added to sites in residentially-zoned Historic Preservation Overlay Districts, and to sites within the Downtown Historic District that contain a legal or legal non-conforming residential structure, in accordance with the following:

(1) Fencing that is not visible from the public right-of-way (excluding alleys) is not restricted in the use of materials, and is exempt from historic review.

(2) Materials – fencing that is visible from the public right-of-way (including alleys) shall be constructed of natural wood, metal (wrought iron, aluminum, or steel), rusticated stone, or brick. Chain link and/or vinyl fencing is not permitted.

(3) Fencing shall be in accordance with Section 10.732, Fencing of Lots.

(C) Residential Roofing. Changes in roofing materials in residentially-zoned Historic Preservation Overlay Districts, and to sites within the Downtown Historic District containing a legal or legal non-conforming residential structure, shall be approved when in conformance with the following:

(1) Materials – the following roofing materials are permitted:

(a) Wood shakes and shingles (must have Class A or B fire rating)

(b) Architectural grade fiberglass composition (asphalt) shingles

(c) Asphalt/multi-layer asphalt shakes

(2) Design – changes in roofing materials shall meet the following design criteria:

(a) Use of straight-cut “butt” end shingles, or shake profiles only. Fancy pattern end cut shingles may be used when they replicate the historically documented roofing character of the subject property.

(b) Use of a single color/pattern.

(c) Use of high-profile ridge or edge treatments is not permitted unless it replicates the historically documented roofing character of the subject property.

(D) Signage. New signage shall be approved when in conformance with the following:

(1) Sign Types and Area – the type of sign and the aggregate area of all signs shall be within the allowances of the zoning district and/or overlay district of the subject property, as outlined in Article VI of this chapter.

(2) Placement - signage shall be installed within appropriate “sign areas” as defined by the architecture of the building façade.

(a) No sign shall be placed or located so as to obscure or cover a vertical architectural

- element such as a column or pilaster.
- (b) Signage shall fit entirely within a building's horizontal divisions.
- (c) Where no architectural divisions exist or are evident, signage shall be proportionately scaled to the façade and placed to respect window and door openings.
- (d) No sign shall cover the entire width of any façade.
- (e) On masonry buildings, signs shall be attached into mortar joints, not into masonry, with sign loads properly calculated and distributed.
- (f) The bottom edge of projecting signs shall be set a minimum of 7 feet above the sidewalk, and any projecting sign proposed to be located within the clear vision triangle as defined in Section 10.735, must be reviewed and approved by the Public Works Director or their designee for compliance with that section.
- (g) Projecting signs shall not be permitted within two feet of the face of curb or a streetlight, and shall not interfere with any traffic sign or device.
- (3) Materials – signage shall be constructed from the following:
 - (a) Metal (iron, steel, brass, copper, aluminum, and other natural finishes)
 - (b) Painted metal, including powder coated or enameled metals
 - (c) Wood (painted or natural, including carved or sand-blasted lettering)
 - (d) Vinyl or other sheet claddings (for backing panels or cut lettering only)
 - (e) Glass
 - (f) Fiberglass, high-density foam, and similar “cast” or formed materials to create three-dimensional objects, including individual lettering.
- (4) Illumination – the following types of sign illumination are permitted:
 - (a) Exposed neon (or LED) tubing
 - (b) Exposed incandescent bulbs
 - (c) Indirect illumination (e.g. gooseneck fixtures)
 - (d) Back lit/Halo lit
- (E) Awnings. Changes in awning fabric materials shall be approved when there is no change in the shape of the existing awning frame, and if the new fabric is either solid or striped and the fabric colors are chosen from the adopted color palette which is available at the Planning Department.
- (F) Modification of Non-Contributing and Non-Historic Buildings. Certain modifications to the exterior of Non-Contributing and Non-Historic buildings within the Historic Preservation Overlay District shall be approved when in conformance with the following.
 - (1) Windows – changes to existing windows are permitted as follows:
 - (a) Windows dating from the historic period of significance shall, if possible, be retained and repaired or restored.
 - (b) Replacement windows shall be of the same proportions and configuration as the existing windows being replaced.
 - (c) Glass block, tinted, mirrored, opaque, or colored glass is not permitted unless it is the historic glazing type.
 - (2) Doors – replacement of doors is permitted as follows:
 - (a) Doors dating from the historic period of significance shall, if possible, be retained and repaired or restored.
 - (b) Replacement doors shall be of the same proportions and configuration as the existing doors being replaced.
 - (3) Mechanical Equipment and Service Areas – The addition and/or replacement of

mechanical equipment, including, but not limited to, heating and cooling systems, and solar panels, and service areas, including, but not limited to trash receptacle enclosures, is permitted as follows:

(a) Mechanical equipment shall be concealed from view in accordance with Section 10.782.

(b) New skylights and vents shall be placed behind and below the parapet level so they are not visible from the right-of-way.

(c) Service areas shall be concealed from view in accordance with Section 10.781

* * *

DRAFT



MEMORANDUM

Subject 2019 TSP Updates – Concurrency and Transportation Impacts
File no. DCA-18-180
To Planning Commission *for June 10, 2019 study session*
From Kyle Kearns, Planner II – Long Range Division
Date June 5, 2019

BACKGROUND

Staff is preparing updates to the Medford Land Development Code (MLDC) regarding the City’s transportation concurrency standards (“concurrency” is the requirement that transportation facilities be constructed, if they are found to be inadequate, at the time of zone change) and transportation impact analyses (TIA) to implement the adopted 2018-2038 Transportation System Plan (TSP). The TSP goals, objectives and action items are driving these updates, specifically Goal 1, Objective 4, Action Item a:

4-a: Balance transportation facility capacity with planned land uses by amending the City’s concurrency and transportation facility adequacy requirements by adopting local procedures that apply the Oregon Transportation Planning Rule as the determinant of facility adequacy.

The topic of concurrency was presented to City Council on January 31, 2019 at a study session. In addition to pursuing the above action item, Council directed staff to work with the Transportation Commission (TC) to develop recommendations for additional funding sources for the South Stage Road overcrossing project. It is the intent of DCA-18-180 to address the 4-a action item; a subsequent project will address the issues of transportation facility funding for South Stage and other citywide projects.

Recent Developments and Next Steps

On April 16, 2019 the Transportation Commission (TC) was provided with an overview of what concurrency is and its implications for South Stage road and the transportation system at large; staff also answered questions, and solicited initial feedback from the Commission. The proposed code language (Exhibit A) was presented to the Transportation Commission for review at their May 22nd meeting. The TC provided a favorable recommendation of DCA-18-180 and directed staff to proceed with the scheduled hearings. The DCA is tentatively scheduled for a June 27th Planning Commission hearing and an August 1st Council hearing.

TRANSPORTATION CONCURRENCY SUMMARIZED

Transportation concurrency is the requirement that developments that impact the level of service (LOS) of a roadway intersection must mitigate those impacts at the time of development. In other words, developments must *concurrently* maintain the required level of service in order to be permitted. In Medford LOS is analyzed at the time of zone change to determine facility adequacy, prior to any vertical construction. Developments are then required to determine facility adequacy for the expected build-out year of the project and for the horizon year of the Transportation System Plan (TSP). Currently, only funded projects (projects in a public agency’s adopted Capital Improvement Plan) may be analyzed as constructed. The horizon year analysis is required by ORS 660-012, which is known as the Transportation Planning Rule (TPR). The build-out year analysis is required by the Medford Land Development Code (MLDC) and is the part of the process that provides for transportation system concurrency.

Here is a link to the TPR:

https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OA_RD=oaFeMSEZsNy6E2C5pkXpouvK0l_HsGBlxW6f0v8zpgfoylX3gdiZ!327936764?s_electedDivision=3062

Staff from the Planning, Public Works, and Legal Departments met with local land use planners, traffic engineers, and developers for Concurrency Working Group meetings in October and November 2018. The consensus of the group is that Medford should remove the concurrency requirement from the MLDC and rely on the TPR to determine facility adequacy, which is consistent with the direction in the TSP.

The implication of Medford’s concurrency policies is that transportation system impacts are required to be mitigated before development occurs and/or before it is planned. This ensures that the intersections analyzed in a Traffic Impact Analysis study area never exceed the LOS standard, but it also limits the pace and intensity of development. Below are supplemental details to aid in the understanding of concurrency and its impacts.

Important Terms Used

Horizon Year: The final year the TSP analyzed transportation impacts; year is 2038.

Planning Period: Total time analyzed in TSP (2018-2038).

Future Conditions: How the transportation system will look in 2038 after Tier 1 projects have been built.

Current Conditions: How the transportation system looks in 2018, prior to Tier 1 completion.

Planned Projects: Tier 1 projects in the TSP adopted by the City.

Pipeline trips: Background traffic from approved developments that are approved but not yet built.

Concurrency in Action

The Medford Land Development Code (MLDC) states:

“Whenever level of service is determined to be below level D for arterials or collectors, development is not permitted unless the developer makes the roadway or other improvements necessary to maintain level of service D respectively.” **10.462 Maintenance of Level of Service D**

Generally, a policy like this is intended to mitigate the impacts of development as it occurs. However, requiring transportation facility concurrency can slow or stop the pace of development when the cost of the improvements needed are beyond what makes sense for any single development. When it is determined that LOS cannot be met at the time of zone change, restrictions are placed on future development until the required LOS can be met (through private or public sector improvements). One such zone change occurred in 2002 in relation to the Summerfield Subdivision in the Southeast Plan Area (ZC-02-181).

For a portion of the Summerfield Subdivision, this zone change consisted of 48.84 acres proposed to change from Single-Family Residential – 1 Dwelling Unit per Lot (SFR-00) to Single-Family Residential – 4 units per gross acre (SFR-4). The new zoning allowed for a total of 195 residential units; however, due to the projected traffic impacts the development was limited to 24 units until the intersection of Cherry Ln and N Phoenix Rd was signalized, and then limited to 100 residential units until the intersection of Pierce Rd and Hillcrest Rd was improved. These types of limitations are imposed through a Restricted Zoning (RZ) overlay. Both of these intersections were identified as Tier 1 projects in the 2003 TSP, which means they were identified as City-funded projects in the plan.

If the concurrency requirement had not been in place, then this development would have been able to fully develop based on the planned Tier 1 improvements identified in the TSP. The developer could have moved forward with the subdivision without having to wait for the improvements to be funded in the City’s biennial budget. The City could have collected SDCs on the new homes being built to then fund the planned projects. This type of allowance is consistent with the Transportation Planning Rule.

Removal of Concurrency

In replacing concurrency, there are not a plethora of options available to the City. The TPR is state law and will still apply to all development if concurrency were eliminated. The City could then augment the TPR with a requirement for concurrency at the time of site plan review, rather than at zone change. The current system (concurrency at time of zone change) is preferred over analysis at the time of site plan review.

It was determined through the engagement process with the development community, this is simply replacing one type of concurrency for another. A policy for concurrency

at the time of site plan would bring to fruition a multitude of transportation impact analyses (TIAs) for developments (every time a site plan is reviewed that generates a certain number of trips) and is seen as more restrictive than the current system.

The TPR only requires analysis of the horizon year (in this case 2038) and allows for “planned” facilities, improvements, or services to be assumed to have been built by then for the purposes of the analysis. Planned facilities, improvements, or services are those that are authorized in a local TSP for which a funding plan or mechanism is in place or approved. The TPR defines planned facilities as those projects for which transportation system development charge revenues are being collected; are conditioned on development through a variety of mechanisms; are part of the financially constrained Regional Transportation System Plan (RTP); are part of ODOT’s Construction Statewide Transportation Improvement Program (C-STIP); or when the owner of the facility provides a written statement that the facility, improvement, or service is reasonably likely to be provided by the end of the planning period. ***For the City of Medford, this would include all Tier 1 projects in the adopted TSP.***

In addition to allowing for the use of planned projects in the analyses, the TPR also allows for flexibility and alternative mitigation measures to be considered and implemented. Some examples of mitigation measures allowed in the TPR include:

- Amending the TSP or comprehensive plan to provide transportation facilities, improvements, or services adequate to support the proposed land uses including a funding plan or mechanism so that the facility, improvement, or service will be provided by the end of the planning period (this may include requesting projects be changed to a Tier 1 project);
- Amending the TSP to modify the planned function, capacity, or performance standards of the transportation facility (e.g. changing a LOS standard);
- Providing other measures as a condition of development including, but not limited to, transportation system management measures or minor transportation improvements (e.g. corridor signal timing or technology upgrades);
- Limiting the intensity or size of a development to limit the number of trips generated (e.g. trip cap through restricted zoning);
- Providing improvements that would benefit modes other than the significantly affected mode (i.e. pedestrian over auto); improvements to facilities other than the significantly affected facility (i.e. improving other intersections to aid affected one); or improvements at other locations, if the provider of the significantly affected facility provides a written statement that the system-wide benefits are sufficient to balance the significant effect;
- If the significantly affected facility is shown to fail at the end of the planning period in the absence of a proposed development and the development will,

at a minimum, mitigate the impacts of the development in a manner that avoids further degradation, then it can be considered adequate.

All of the above methods of mitigating transportation impacts are options established within the TPR. There are other options in the TPR that would need City Council approval on a case-by-case basis. These are related to establishing “multimodal mixed-use areas” (MMA) and balancing economic benefits of industrial or traded-sector jobs. While they each have their different impacts, these options will allow for flexibility in development benefiting the developers and City as a whole.

Traversing the Implications of Removing Concurrency

Removing concurrency from the MLDC in favor of using the TPR as the determinate of facility adequacy has benefits and downsides.

Benefits of this change include:

- It aligns with ODOT requirements and simplifies the process for development;
- Development can assume that planned TSP projects, which address LOS problems, are built in the horizon year so they don’t have to build them;
- It removes the need for the City to track “pipeline” trips from approved developments that have not yet built out; and
- It allows development to proceed prior to the improvements being in place so the City can collect SDC’s to help pay for the transportation system improvements.

Potential downsides include:

- Development can assume that planned projects, which address LOS problems, are built in the horizon year so they will not need to build them, and it becomes more critical for the City to build planned projects by the end of the planning period to ensure the system works as intended in the future (per the TSP);
- The City will be more reliant on the regional model, which the City does not have direct control over, to identify travel patterns and development impacts; and
- It allows development to proceed prior to the planned improvements from the TSP being built so there will be increased congestion in the short-term.

SUMMARY OF PROPOSED CODE CHANGES (SEE EXHIBIT A or A-1)

Discussion regarding concurrency and DCA-18-180, largely, has focused on the outcomes, benefits and potential downsides of the proposed code changes. The following section of this memorandum is to summarize the specific changes to the code and how they relate to the aforementioned policy discussions.

Proposed Additions/Changes to 10.012 Definitions, Specific

To remain clear and objective in the proposed changes to both the zone change (see Exhibit A 10.204) and the Transportation Impact Analysis (see Exhibit A 10.460-.462) criteria new and amended definitions were required.

Proposed Additions/Changes to 10.204 Zone Change

As discussed above, concurrency is required at the time of zone change in the City of Medford; that is development of public facilities be provided at the time of zoning. In order to be consistent with the allowances and flexibility provided by the Transportation Planning Rule staff is proposing amendments to this portion of the Land Development Code. Additionally, staff is proposing an expansion of the Transportation Demand Management (TDM) measures provided as examples in the current zone change criteria.

Proposed Additions/Changes to 10.460 Transportation Impact Analysis (TIA) Purpose

The changes proposed in this section were created to ensure consistency with current practices in the transportation planning industry.

Proposed Additions/Changes to 10.461 TIA Applicability and Methodology

Majority of the changes within this section are to ensure consistency with current practices in the transportation planning industry as well as with other proposed changes within DCA-18-180. The following is separately identified in this memo for added clarity of the changes.

- “10.461(E)(15) Tier 1 projects as identified in the Transportation System Plan...”
 - This addition to the TIA methodology is needed to ensure consistency with both TPR and with the funding identified in the TSP. The TPR allows for “...reasonably likely...” funded projects related to transportation facilities to be considered constructed when analyzing transportation facility adequacy. However, per the adopted TSP, projects related to the Foothill/N. Phoenix corridor and the S. Stage Overcrossing are not identified to be fully funded. As such, this addition to the proposal is needed to ensure consistency with adopted plans as well as the TPR.

- “10.461(G) Other Enhancements Required”
 - The addition of this section brings forward provisions of the TPR that allows for the use of “other performance improving actions” in conjunction with “transportation capacity increasing improvements” to meet the LOS/mobility target identified in the TSP. In other words, when a TIA shows an intersection to be below the identified LOS with improvements to the intersection, alternatives such as TDM measures, transportation system connectivity improvements and/or multi-modal improvements may be conditioned on the development to meet the identified mobility target.

Proposed Additions/Changes to 10.462 Mobility Targets

Lastly, the changes proposed in this section are to create consistency with language as well as to create an allowance for flexibility in the City’s adopted mobility targets. Overtime, transportation facilities will be at or over capacity prior to a development application being submitted. This section adds a provision to allow for approving authorities to deviate from the LOS standard when LOS is already shown to be failing prior to development occurring; the new mobility target in this case would be to maintain current facility capacity and to not allow for further degradation.

NEXT STEPS

Staff is seeking initial feedback from the Planning Commission on Exhibit A, whether or not the hearing schedule is appropriately timed and to answer questions regarding DCA-18-180. Hearings are scheduled for a June 27th (Planning Commission) and an August 1st (City Council).

EXHIBITS

- A Proposed Text DCA-18-179
- A-1 Proposed Text DCA-18-179 (Clean Version, edits not showing)

Exhibit A

Proposed Text DCA-18-180

~~Deleted Text~~

New Text

~~Moved Text, Moved Text~~

* * *
10.460 ~~Traffic~~ Transportation Impact Analysis (TIA)
* * *

ARTICLE I - GENERAL PROVISIONS

10.012 **Definitions, Specific.**

When used in this chapter, the following terms shall have the meanings as herein ascribed:

* * *

Development. The improvement of a parcel of land; including changing the parcels zoning, partitioning or subdividing of any improved or unimproved real property, for any purpose, and by any person, association, or other entity.

* * *

Mixed-use building. A building containings one or more residential dwelling unit(s) and a commercial, institutional, or industrial use(s) in the same building. Mixed-use buildings may be vertical (uses above ground floor) or horizontal (single story, mixed-use building). When vertically mixed, the non-residential use must occupy at least 80-65 percent of the building's ground floor area. When horizontally mixed, residential uses shall be subordinate to the commercial/industrial uses.

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Mobility Target(s). See definition "Level of Service (LOS)" and Section 10.462.

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Multi-Modal. A transportation system or right-of-way that accommodates more than one mode of transportation such as driving, walking, biking and transit service rather than predominantly one mode of transportation.

* * *

Pass-by trip/traffic. A trip made as an intermediate stop on the way from an origin to a primary trip destination without route diversion.

* * *

Pedestrian-friendly. Features and elements of a development that encourage walking by making it safe and convenient.

* * *

Planning Period. The twenty-year period beginning with the date of adoption of the Transportation System Plan or 15 years from the date of the scoping letter, whichever is greater.

* * *

Scoping Letter. A letter provided by the Public Works Department that describes the methodology, limits of the ~~traffic-transportation~~ impact analysis (TIA), and any approved deviations. ~~The letter is provided to the agent, applicant, and engineer after a meeting they have submitted a written request to within including sufficient detail about the proposed application to determine how to discuss apply to the application and/or met with the Public Works Department to discuss the requirements of 10.460 and 10.461.~~

* * *

~~Traffic-Transportation~~ Impact Analysis (TIA). A study of the impacts a proposed use or development will have on the surrounding transportation system. See Section 10.460 for criteria and standards.

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ARTICLE II - PROCEDURAL REQUIREMENTS

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10.204 Zone Change.

* * *

(3) It shall be demonstrated that Category A urban services and facilities are available or can and will be provided, as described below, to adequately serve the subject property with the permitted uses allowed under the proposed zoning, except as provided in subsection (c) below. The minimum standards for Category A services and facilities are contained in Section 10.462 as well as the Public Facilities Element and Transportation System Plan in the Comprehensive Plan.

(a) Storm drainage, sanitary sewer, and water facilities must already be adequate in condition, capacity, and location to serve the property; or be extended, or otherwise improved, to adequately serve the property at the time of issuance of a building permit for vertical construction.

(b) Adequate streets and street capacity must be provided in accordance with Oregon Administrative Rule 660-012-0060, commonly referred to as the Transportation Planning Rule (TPR). The Public Works Department may require that planned improvements be constructed prior to issuance of building permits for reasons of public safety. one of the following ways:

(i) ~~Streets which serve the subject property, or study area as defined in Section 10.461(2B), presently exist and are shown to have adequate capacity; or~~

(ii) ~~Existing and new streets that will serve the subject property will be improved and/or constructed, sufficient to meet the required condition and capacity, at the time building permits for vertical construction are issued; or~~

~~(iii) If it is determined that a street must be constructed or improved in order to provide adequate capacity for more than one proposed or anticipated land use, the Planning Commission may find the street to be adequate when the improvements needed to make the street adequate are fully funded. A street project is deemed to be fully funded when one of the following occurs:~~

~~a. the project is in the City's adopted capital improvement plan (CIP) budget, in the most current System Development Charge (SDC) fiscally constrained project list, is identified as a Tier 1 project in the City's most recently adopted Transportation System Plan (TSP) or is a programmed project in the first two years of the State's current STIP (State Transportation Improvement Plan (STIP), or any other public agencies adopted capital improvement plan budget; or~~

~~b. an applicant funds the improvement through a reimbursement local improvement district pursuant to the Section 10.432. The cost of the improvements will be either the actual cost of construction, if constructed by the applicant, or the estimated cost. The "estimated cost" shall be 125% of a professional engineer's estimated cost that has been approved by the City, including the cost of any right-of-way acquisition. The method described in this paragraph shall not be used if the, that the improvement must be constructed prior to issuance of building permits.~~

~~(iv) When a street must be improved under (b)(ii) or (b)(iii) above, the specific street improvement(s) needed to make the street adequate must be identified, and it must be demonstrated by the applicant that the improvement(s) will make the street adequate in condition and capacity.~~

(c) In determining the adequacy of Category A facilities, the Planning Commission may mitigate potential impacts through the imposition of special development conditions, stipulations, or restrictions attached to the zone change request. Special development conditions, stipulations, or restrictions shall be established by deed restriction or covenant, and must be recorded at the Jackson County Recorder's office with proof of recordation returned to the Planning Department. Such special development conditions shall include, but are not limited to the following:

(i) Restricted Zoning is a restriction of uses by type or intensity. -In cases where such a restriction is proposed, the Planning Commission must find that the resulting development pattern will not preclude future development, or intensification of development on the subject property or adjacent parcels. In no case shall residential densities be approved that do not meet minimum density standards;

(ii) Mixed-use, pedestrian-friendly design which qualifies for the trip reduction percentage allowed by the Transportation Planning Rule;

(iii) Transportation Demand Management (TDM) measures which can be reasonably quantified, monitored, and enforced, such as mandatory car/van pools, mandatory carsharing programs, alternative work schedules, employer provided transit passes or other measures that incentivize transportation options other than single-occupancy vehicles.

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ARTICLE IV - PUBLIC IMPROVEMENT STANDARDS AND CRITERIA

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10.460 ~~Traffic-Transportation~~ Impact Analysis (TIA) Purpose.

A ~~Traffic-Transportation~~ Impact Analysis specifically identifies the generation, distribution, and assignment of all modes of traffic to and from a proposed development. The purpose is to identify the ~~traffic-transportation~~ impacts that a proposed development will have on the existing and future ~~street-transportation~~ network. It determines all improvements or mitigation measures necessary to maintain adequate level of service (LOS) at study area intersections and ensure safe pedestrian, bicycle, and vehicular ingress to and egress from use of the transportation system.

10.461 TIA Applicability and Methodology.

~~(1A)~~ **Scoping Letter.** The level of detail and scope of a ~~traffic-t~~Transportation ~~h~~Impact ~~a~~Analysis (TIA) will vary with the size, complexity, and location of the proposed application. ~~P~~rior to any TIA, the applicant shall submit sufficient information to the City for the Public Works Department to issue a scoping letter. The scoping letter expires 180 days after the date the letter was issued. Scoping letters may require modification if significant development is approved during the 180 days. If stipulations to reduce ~~traffic-transportation impacts~~ are requested by an applicant, it must first be shown by means of an analysis that an unconditional approval is not possible without some form of mitigation to maintain an adequate LOS and level of safety. This will determine whether a stipulation is necessary.

~~(2B)~~ **Extent of Study Area:**

The study area shall be defined by the Public Works Department in the scoping letter and shall address at least the following areas:

- ~~(a)~~ 1) All proposed development site access points;
- ~~(b)~~ 2) Any intersection where the proposed development can be expected to contribute 25 or more trips during the analysis peak period. Impacts of less than 25 peak period trips are not substantial and will not be included in the study area. This volume may be adjusted, at the discretion of the Public Works Department, for safety or unusual situations; and
- ~~(c)~~ 3) Any intersections directly adjacent to the subject property.

The Public Works Department may, at its discretion, waive the study of certain intersections when it is concluded that the impacts are not substantial.

~~(3C)~~ **When required:**

A TIA shall be required ~~if~~ a proposed application has the potential of generating more than 250 net average daily trips (ADT) or if the Public Works Department has concerns due to operations or accident history, ~~a~~ TIA will be required to evaluate development impacts to the transportation system. The Public Works Department may waive a TIA if it is concluded that the impacts are not substantial.

~~(4D)~~ **Submittals:**

Applicants shall ~~P~~rovide two copies of the TIA for Public Works Department to review.

~~(5E)~~ **Elements of Analysis:**

A TIA shall be prepared by a Traffic Engineer or Civil Engineer licensed to practice in the State of Oregon with special-specific training and experience in traffic engineering. The TIA shall be a

thorough review of the effects a proposed use and/or development will have on the transportation system. The study area shall include all streets and intersections in the analysis, as defined in subsection 10.461(2B) above. ~~Traffic-Transportation impacts~~ generated from a proposed site will be distributed throughout the transportation system using existing count data or the current transportation model used by the City. ~~;~~ ~~A~~ any alternate distribution method must be based on data acceptable to the Public Works Department. Incomplete reports shall be returned to the applicant for completion without review. The following checklist outlines what a TIA shall contain. ~~Incomplete reports shall be returned to the applicant for completion without review:~~

- (a1) The scoping letter, as provided by the Public Works Department;
- (b2) The Final TIA shall be signed and stamped by a Professional Civil or Traffic Engineer registered in the State of Oregon;
- (c3) An executive summary, discussing the development and/or use, the major findings of the analysis, and the mitigation measures proposed;
- (d4) A vicinity map of the proposed site and study area;
- (e5) Project characteristics such as current zoning, proposed zoning, potential trip generations (unless stipulated to less than potential), proposed access(s), and other pertinent factors;
- (f6) Street characteristics within the study area including roadway functional classification (as established in the most recent Transportation System Plan (TSP)), number of travel lanes, lane width, shoulder treatment, bicycle path corridors, and traffic control at intersections;
- (g7) Description of existing transportation conditions including transit accessibility, ~~accident history~~, pedestrian facilities, bicycle facilities, traffic signals, and overall traffic operations and circulation;
- (h8) Peak period turning movement counts of at least two-hour minimums at study area intersections, less than ~~2~~-two years old. These counts shall be adjusted to the design-study year(s) of the project as defined in the scoping letter and consider seasonal traffic adjustments when required by the scoping letter;
- (i9) ~~A “Figures” showing existing peak period (AM, noon, or PM, whichever is largest) turning movement volumes at study area intersections, as shown in Example 1. Approved applications obtained from the City that have not built out but will impact study area intersections shall be included as pipeline traffic.~~ An appropriate adjustment factor shall be applied to existing count data if counts were taken during the off-peak season;
- (10) Figures showing existing peak period turning movement volumes at study area intersections for the project study year(s). Background traffic shall include existing counts plus pipeline traffic (Pipeline traffic includes Approved applications obtained from the City that have not built out but will impact study area intersections shall be included as pipeline traffic).
- (j110) Potential “Project” trip generation using either the potential trip generation rates kept on file by the Public Works Department for City zoning districts or the most current edition of the ITE Trip Generation Manual, as required identified by the Public Works Department at the time of scoping in the scoping letter. Variations of trip rates will require the approval of the Public Works Department. ~~;~~ ~~S~~ such approval will require submission of adequate supporting data prior to first submittal of the TIA;
- (k121) ~~A “Figures” illustrating project turning movement volumes at study area intersections for peak periods, as shown in Example 2.~~ Adjustments made for pass-by traffic volumes shall follow the methodology outlined in the latest edition of the *ITE Trip Generation Handbook Manual*, and shall not exceed 25% unless approved by the Public Works Director;

~~(132) A~~ “~~Figures~~” illustrating the combined traffic of existing, background, and project turning movement volumes at study area intersections for peak periods, ~~as shown in Example 3;~~

~~(143)~~ Level of Service (LOS) analysis at study area intersections under the following conditions:

(a) Background conditions

Existing Background plus pipeline traffic (Existing traffic counts + pipeline traffic + traffic count growth rates) in the for the existing year and project study year(s) for the project

(b) Proposed conditions

Existing Background plus pipeline traffic (Existing traffic counts + pipeline traffic + traffic count growth rates) and project traffic in the project study year(s) for the project

A table shall be prepared which illustrates all LOS results. The table shall show LOS conditions with corresponding vehicle delays for signalized intersections and the critical movement at unsignalized intersections. ~~If the proposed use is scheduled to be completed in phases, a LOS analysis shall be prepared for each phase;~~

(15) Tier 1 projects as identified in the Transportation System Plan, except for those listed below in 10.461(E)(15)(a), shall be considered reasonably likely to be provided by the end of the planning period. Tier 2 projects, as identified in the Transportation System Plan, shall not be considered to be reasonably likely to be provided by the end of the planning period.

(a) The following Tier 1 projects shall not be considered reasonably likely to be provided by the end of the planning period:

(i) Project #537b South Stage Road (South Pacific Highway to North Phoenix Road)

(ii) Project #609 Foothill Road (McAndrews to Delta Waters Road)

(iii) Project #610 Foothill Road (Delta Waters Road to North UGB)

(iv) Project #611 (N Phoenix Road from Barnett Road to Juamipero Way)

(v) Project #721 (N Phoenix Rd (Juanipero Way to South UGB)

(164) A queuing and blocking report which lists the 95th-percentile queues and any blocked facilities or exceeded storage lengths for the existing and proposed conditions described in subsection 10.461(E)(14) above;

(175) A left and right turn lane assessment where they do not currently exist for proposed conditions described in subsection 10.461(E)(14) above;

(186) Safety review of study area intersections based on the most recent available data from the Oregon Department of Transportation (ODOT) or the City of Medford;

~~(197)~~ A mitigation plan if: ~~impacts to the study area~~

(a) Reduce Level of service (LOS) is determined to be below minimum the mobility target identified in Section 10.462, per the analysis required of Section 10.461(E)(14);

(b) If The proposed development trips will affect an identified crash pattern or safety concern;

(c) If The turn lane assessment identifies a need; and/or-

(d) A Impacts are identified that are otherwise considered a “significant effect” in accordance with Oregon Administrative Rule 660-012-060.

Mitigation measures may include stipulations and/or construction of necessary transportation improvements. Mitigation measures shall be required to the extent that the transportation facilities, under City jurisdiction, operate at an acceptable level of service (LOS)/mobility

target with the addition of project traffic; and

~~(e20)~~ Intersections under jurisdiction of another agency, but still within the City limits, shall be evaluated by either the City's criteria or the other jurisdiction's criteria, or both, whichever is considered applicable by the Public Works Department. If any peak hour trips leave the City limits it shall be the responsibility of the applicant to coordinate with the applicable jurisdictions.

~~(1921)~~ If the TIA is not consistent with the scoping letter (including any amendments), or is incomplete, then the TIA will be returned to the applicant without review.

~~(6F)~~ Analysis criteria:

~~(a1)~~ All trip distributions into and out of the transportation system must reflect existing traffic count data for consistency or follow the current transportation model used by the City. If alternate splits are used to distribute traffic then justification must be provided and approved by the Public Works Department prior to first submittal of the TIA.

~~(b2)~~ If progression analysis is being evaluated, or queuing between intersections is a concern, the peak period used in the analysis must be the same for every intersection along the street and reflect that of the most critical intersection being evaluated. If a common peak period is not requested by the Public Works Department, then the actual peak period of every intersection shall be used.

~~(e3)~~ -Counts performed must be a minimum of two hours and include the peak period for analysis purposes. All documentation shall be included in the TIA.

~~(d4)~~ -Any assumptions used in the TIA, including but not limited too, All supporting count data, LOS analyses, pass-by deductions, growth rates, traffic distributions, or other engineering assumptions must be clearly defined and attached to the TIA when submitted in report form to the City for review.

~~(e5)~~ All LOS analyses shall follow operational procedures per the current Highway Capacity Manual. Ideal saturation flow rates greater than 1,800 vehicles per hour, per lane should not be used unless otherwise measured in the project vicinity. Queue lengths shall be calculated at the 95th percentile where feasible. Actual peak hour factors should be used for each movement or lane grouping in the analysis. The peak hour factor shall be 1.0.

~~(6f)~~ Signal timing used in capacity or progression analysis shall follow City timing plans and account for pedestrian crossing times, unless otherwise noted in the scoping letter.

~~(g7)~~ Arrival Type 3 (random arrivals) shall be used unless a coordinated plan is in place during the peak period.

(8) The safety review (per 10.461(E)(18)) shall include:

(a) Total number of crashes

(b) The calculated crash rate compared to the Critical Crash Rate

(c) Discussion of crash patterns

(d) Discussion of whether the location is included within a published safety study such as, but not limited to, ODOT Safety Priority Index System (SPIS). Other published safety studies may be used, at the City's discretion, for all study intersections.

(9) When mitigation is needed at an intersection, roundabouts shall be evaluated as an alternative to traffic signals according to the current procedures of the Public Works department.

(10) Residential dwelling units when within a vertically, mixed-use building, shall not be considered in trip generation calculations.

(G) Other Enhancements Required

If through the TIA analysis it is determined that transportation capacity increasing improvements will not be sufficient to meet the mobility targets, then the approving authority may require that the applicant implement other performance improving actions sufficient to meet the mobility target. Potential performance improving actions may include, but are not limited to:

- (1) Transportation system connectivity improvements for vehicles, bicycles and pedestrians
- (2) Transportation demand management (TDM) methods to reduce the need for additional capacity, such as mandatory carsharing programs, alternative work schedules, employer provided transit passes or other measures that incentivize transportation options other than single-occupancy vehicles.
- (3) Multi-modal (bicycle, pedestrian, transit) improvements to reduce vehicle demand.
- (4) Operational improvements to maximize use of the existing system.
- (5) Land use techniques (e.g. restricted zones, trip caps/budgets to manage trip generation).

10.462 Maintenance of Level of Service Mobility Targets.

(A) Adopted Mobility Targets. Whenever HLevel of sService (LOS) is determined to be below the mobility target listed below for arterials or collectors, development is not permitted unless the developer makes the roadway, or other improvements necessary to maintain level of servicethe mobility target. Level of serviceLOS criteria shall be based on the latest edition of the Highway Capacity Manual for the motorized vehicle mode. The following are the level of service standards for intersections in the City of Medford.

Level of Service Minimum	Intersection
D	Citywide (unless otherwise listed)
E	Barnett Road & Highland Drive South Pacific Highway (Hwy. 99) & Stewart Avenue

(B) No Further Degradation. In some cases a Transportation Impact Analysis shows transportation facilities not meeting the mobility target, identified in 10.462(A), under the TIA’s background conditions.

- (1) When the LOS is shown to be below the mobility target identified in 10.462(A), under the TIA’s background conditions, then no further degradation of the transportation facility shall be the mobility target. Further degradation shall be measured in volume-to-capacity (v/c) ratio, not LOS. V/c ratio criteria shall be based on the latest edition of the Highway Capacity Manual for the motorized vehicle mode.
- (2) Once reasonable levels of mitigation have been identified, calculated v/c ratios that are within 0.03 of the target are considered in compliance with the target. The adopted mobility target still applies for determining significant affect.

Exhibit A-1

Proposed Text DCA-18-180

(Clean Version, edits not showing)

* * *

10.460 Transportation Impact Analysis (TIA)

* * *

ARTICLE I - GENERAL PROVISIONS

10.012 **Definitions, Specific.**

When used in this chapter, the following terms shall have the meanings as herein ascribed:

* * *

Development. The improvement of a parcel of land; including changing of the a parcels zoning, partitioning or subdividing of any improved or unimproved real property, for any purpose, and by any person, association, or other entity.

* * *

Mixed-use building. A building containing one or more residential dwelling unit(s) and a commercial, institutional or industrial use(s) in the same building. Mixed-use buildings may be vertical (uses above ground floor) or horizontal (single story, mixed-use building). When vertically mixed, the non-residential use must occupy at least 65 percent of the building’s ground floor area. When horizontally mixed, residential uses shall be subordinate to the commercial/industrial uses.

* * *

Mobility Target(s). See definition “Level of Service (LOS)” and Section 10.462.

* * *

Multi-Modal. A transportation system or right-of-way that accommodates more than one mode of transportation such as driving, walking, biking and transit service rather than predominantly one mode of transportation.

* * *

Pass-by trip/traffic. A trip made as an intermediate stop on the way from an origin to a primary trip destination without route diversion.

* * *

Pedestrian-friendly. Features and elements of a development that encourage walking by making it safe and convenient.

* * *

Planning Period. The twenty-year period beginning with the date of adoption of the Transportation System Plan or 15 years from the date of the scoping letter, whichever is greater.
* * *

Scoping Letter. A letter provided by the Public Works Department that describes the methodology, limits of the transportation impact analysis (TIA), and any approved deviations.
* * *

Transportation Impact Analysis (TIA). A study of the impacts a proposed use or development will have on the surrounding transportation system. See Section 10.460 for criteria and standards.
* * *

ARTICLE II - PROCEDURAL REQUIREMENTS

* * *

10.204 Zone Change.

* * *

(3) It shall be demonstrated that Category A urban services and facilities are available or can and will be provided, as described below, to adequately serve the subject property with the permitted uses allowed under the proposed zoning, except as provided in subsection (c) below. The minimum standards for Category A services and facilities are contained in Section 10.462 as well as the Public Facilities Element and Transportation System Plan in the Comprehensive Plan.

(a) Storm drainage, sanitary sewer, and water facilities must already be adequate in condition, capacity, and location to serve the property; or be extended, or otherwise improved, to adequately serve the property at the time of issuance of a building permit for vertical construction.

(b) Adequate streets and street capacity must be provided in accordance with Oregon Administrative Rule 660-012-0060, commonly referred to as the Transportation Planning Rule (TPR). The Public Works Department may require that planned improvements be constructed prior to issuance of building permits for reasons of public safety.

(c) In determining the adequacy of Category A facilities, the Planning Commission may mitigate potential impacts through the imposition of special development conditions, stipulations, or restrictions attached to the zone change. Special development conditions, stipulations, or restrictions shall be established by deed restriction or covenant, and must be recorded at the Jackson County Recorder's office with proof of recordation returned to the Planning Department. Such special development conditions shall include, but are not limited to the following:

(i) Restricted Zoning is a restriction of uses by type or intensity. In cases where such a restriction is proposed, the Planning Commission must find that the resulting development pattern will not preclude future development, or intensification of development on the subject property or adjacent parcels. In no case shall residential densities be approved that do not meet minimum density standards;

- (ii) Mixed-use, pedestrian-friendly design which qualifies for the trip reduction percentage allowed by the Transportation Planning Rule;
- (iii) Transportation Demand Management (TDM) measures which can be reasonably quantified, monitored, and enforced, such as mandatory car/van pools, mandatory carsharing programs, alternative work schedules, employer provided transit passes or other measures that incentivize transportation options other than single-occupancy vehicles.

* * *

ARTICLE IV - PUBLIC IMPROVEMENT STANDARDS AND CRITERIA

* * *

10.460 Transportation Impact Analysis (TIA) Purpose.

A Transportation Impact Analysis specifically identifies the generation, distribution, and assignment of all modes of traffic to and from a proposed development. The purpose is to identify the transportation impacts that a proposed development will have on the existing and future transportation network. It determines all improvements or mitigation measures necessary to maintain adequate level of service (LOS) at study area intersections and ensure safe pedestrian, bicycle, and vehicular use of the transportation system.

10.461 TIA Applicability and Methodology.

(A) Scoping Letter. The level of detail and scope of a Transportation Impact Analysis (TIA) will vary with the size, complexity, and location of the proposed application. Prior to any TIA, the applicant shall submit sufficient information to the City for the Public Works Department to issue a scoping letter. The scoping letter expires 180 days after the date the letter was issued. Scoping letters may require modification if significant development is approved during the 180 days. If stipulations to reduce transportation impacts are requested by an applicant, it must first be shown by means of an analysis that an unconditional approval is not possible without some form of mitigation to maintain an adequate LOS and level of safety. This will determine whether a stipulation is necessary.

(B) Extent of Study Area:

The study area shall be defined by the Public Works Department in the scoping letter and shall address at least the following areas:

- (1) All proposed development site access points;
- (2) Any intersection where the proposed development can be expected to contribute 25 or more trips during the analysis peak period. Impacts of less than 25 peak period trips are not substantial and will not be included in the study area. This volume may be adjusted, at the discretion of the Public Works Department, for safety or unusual situations; and
- (3) Any intersections directly adjacent to the subject property.

The Public Works Department may, at its discretion, waive the study of certain intersections when it is concluded that the impacts are not substantial.

(C) When required:

A TIA shall be required if a proposed application has the potential of generating more than 250 net average daily trips (ADT) or if the Public Works Department has concerns due to operations or accident history, a TIA will be required to evaluate development impacts to the transportation

system. The Public Works Department may waive a TIA if it is concluded that the impacts are not substantial.

(D) Submittals:

Applicants shall provide two copies of the TIA for Public Works Department to review.

(E) Elements of Analysis:

A TIA shall be prepared by a Traffic Engineer or Civil Engineer licensed to practice in the State of Oregon with specific training and experience in traffic engineering. The TIA shall be a thorough review of the effects a proposed use and/or development will have on the transportation system. The study area shall include all streets and intersections in the analysis, as defined in subsection 10.461(B) above. Transportation impacts generated from a proposed site will be distributed throughout the transportation system using existing count data or the current transportation model used by the City; any alternate distribution method must be based on data acceptable to the Public Works Department. Incomplete reports shall be returned to the applicant for completion without review. The following checklist outlines what a TIA shall contain. :

- (1) The scoping letter, as provided by the Public Works Department;
- (2) The Final TIA shall be signed and stamped by a Professional Civil or Traffic Engineer registered in the State of Oregon;
- (3) An executive summary discussing the development and/or use, the major findings of the analysis, and the mitigation measures proposed;
- (4) A vicinity map of the proposed site and study area;
- (5) Project characteristics such as current zoning, proposed zoning, potential trip generations (unless stipulated to less than potential), proposed access(s), and other pertinent factors;
- (6) Street characteristics within the study area including roadway functional classification (as established in the most recent Transportation System Plan (TSP)), number of travel lanes, lane width, shoulder treatment, bicycle path corridors, and traffic control at intersections;
- (7) Description of existing transportation conditions including transit accessibility, pedestrian facilities, bicycle facilities, traffic signals, and overall traffic operations and circulation;
- (8) Peak period turning movement counts of at least two-hour minimums at study area intersections, less than two years old. These counts shall be adjusted to the study year(s) of the project as defined in the scoping letter and consider seasonal traffic adjustments when required by the scoping letter;
- (9) Figures showing existing peak period (AM, noon, or PM, whichever is largest) turning movement volumes at study area intersections. An appropriate adjustment factor shall be applied to existing count data if counts were taken during the off-peak season;
- (10) Figures showing existing peak period turning movement volumes at study area intersections for the project study year(s). Background traffic shall include existing counts plus pipeline traffic (Pipeline traffic includes approved applications obtained from the City that have not built out but will impact study area intersections).
- (11) Potential Project trip generation using either the potential trip generation rates kept on file by the Public Works Department for City zoning districts or the most current edition of the *ITE Trip Generation Manual*, as identified by the Public Works Department in the scoping letter. Variations of trip rates will require the approval of the Public Works Department; such approval will require submission of adequate supporting data prior to first submittal of the TIA;
- (12) Figures illustrating project turning movement volumes at study area intersections for peak periods. Adjustments made for pass-by traffic volumes shall follow the methodology outlined

in the latest edition of the *ITE Trip Generation Manual*, and shall not exceed 25% unless approved by the Public Works Director;

(13) Figures illustrating the combined traffic of existing, background, and project turning movement volumes at study area intersections for peak periods;

(14) Level of Service (LOS) analysis at study area intersections under the following conditions:

(a) Background conditions

Background traffic (Existing traffic counts + pipeline traffic + traffic count growth rates) for the existing year and project study year(s)

(b) Proposed conditions

Background traffic (Existing traffic counts + pipeline traffic + traffic count growth rates) and project traffic in the project study year(s)

A table shall be prepared which illustrates all LOS results. The table shall show LOS conditions with corresponding vehicle delays for signalized intersections and the critical movement at unsignalized intersections;

(15) Tier 1 projects as identified in the Transportation System Plan, except for those listed below in 10.461(E)(15)(a), shall be considered reasonably likely to be provided by the end of the planning period. Tier 2 projects, as identified in the Transportation System Plan, shall not be considered to be reasonably likely to be provided by the end of the planning period.

(a) The following Tier 1 projects shall not be considered reasonably likely to be provided by the end of the planning period:

(i) Project #537b South Stage Road (South Pacific Highway to North Phoenix Road)

(ii) Project #609 Foothill Road (McAndrews to Delta Waters Road)

(iii) Project #610 Foothill Road (Delta Waters Road to North UGB)

(iv) Project #611 (N Phoenix Road from Barnett Road to Juamipero Way)

(v) Project #721 (N Phoenix Rd (Juanipero Way to South UGB)

(16) A queuing and blocking report which lists the 95th-percentile queues and any blocked facilities or exceeded storage lengths for the existing and proposed conditions described in subsection 10.461(E)14 above;

(17) A left and right turn lane assessment where they do not currently exist for proposed conditions described in subsection 10.461(E)(14) above;

(18) Safety review of study area intersections based on the most recent available data from the Oregon Department of Transportation (ODOT) or the City of Medford;

(19) A mitigation plan if:

(a) Level of service (LOS) is determined to be below the mobility target identified in Section 10.462, per the analysis required of Section 10.461(E)(14);

(b) The proposed development trips will affect an identified crash pattern or safety concern;

(c) The turn lane assessment identifies a need; and/or

(d) Impacts are identified that are otherwise considered a “significant effect” in accordance with Oregon Administrative Rule 660-012-060.

Mitigation measures may include stipulations and/or construction of necessary transportation improvements. Mitigation measures shall be required to the extent that the transportation facilities, under City jurisdiction, operate at an acceptable level of service (LOS)/mobility target with the addition of project traffic; and

(20) Intersections under jurisdiction of another agency, but still within the City limits, shall be

evaluated by either the City's criteria or the other jurisdiction's criteria, or both, whichever is considered applicable by the Public Works Department. If any peak hour trips leave the City limits it shall be the responsibility of the applicant to coordinate with the applicable jurisdictions.

(21) If the TIA is not consistent with the scoping letter (including any amendments), or is incomplete, then the TIA will be returned to the applicant without review.

(F) Analysis criteria:

(1) All trip distributions into and out of the transportation system must reflect existing traffic count data for consistency or follow the current transportation model used by the City. If alternate splits are used to distribute traffic then justification must be provided and approved by the Public Works Department prior to first submittal of the TIA.

(2) If progression analysis is being evaluated, or queuing between intersections is a concern, the peak period used in the analysis must be the same for every intersection along the street and reflect that of the most critical intersection being evaluated. If a common peak period is not requested by the Public Works Department, then the actual peak period of every intersection shall be used.

(3) Counts performed must be a minimum of two hours and include the peak period for analysis purposes. All documentation shall be included in the TIA.

(4) Any assumptions used in the TIA, including but not limited to, all supporting count data, LOS analyses, pass-by deductions, growth rates, traffic distributions, or other engineering assumptions must be clearly defined and attached to the TIA when submitted in report form to the City for review.

(5) All LOS analyses shall follow operational procedures per the current Highway Capacity Manual. Ideal saturation flow rates greater than 1,800 vehicles per hour, per lane should not be used unless otherwise measured in the project vicinity. Queue lengths shall be calculated at the 95th percentile where feasible. The peak hour factor shall be 1.0.

(6) Signal timing used in capacity or progression analysis shall follow City timing plans and account for pedestrian crossing times, unless otherwise noted in the scoping letter.

(7) Arrival Type 3 (random arrivals) shall be used unless a coordinated plan is in place during the peak period.

(8) The safety review (per 10.461(E)(18)) shall include:

(a) Total number of crashes

(b) The calculated crash rate compared to the Critical Crash Rate

(c) Discussion of crash patterns

(d) Discussion of whether the location is included within a published safety study such as, but not limited to, ODOT Safety Priority Index System (SPIS). Other published safety studies may be used, at the City's discretion, for all study intersections.

(9) When mitigation is needed at an intersection, roundabouts shall be evaluated as an alternative to traffic signals according to the current procedures of the Public Works department. (10) Residential dwelling units when within a vertically mixed, mixed-use building, shall not be considered in trip generation calculations.

(G) Other Enhancements Required

(1) If through the TIA analysis it is determined that transportation capacity increasing improvements will not be sufficient to meet the mobility targets, then the approving authority may require that the applicant implement other performance improving

actions sufficient to meet the mobility target. Potential performance improving actions may include, but are not limited to: Transportation system connectivity improvements for vehicles, bicycles and pedestrians

- (2) Transportation demand management (TDM) methods to reduce the need for additional capacity, such as mandatory carsharing programs, alternative work schedules, employer provided transit passes or other measures that incentivize transportation options other than single-occupancy vehicles.
- (3) Multi-modal (bicycle, pedestrian, transit) improvements to reduce vehicle demand.
- (4) Operational improvements to maximize use of the existing system.
- (5) Land use techniques (e.g. restricted zones, trip caps/budgets to manage trip generation).

10.462 Mobility Targets.

(A) Adopted Mobility Targets. Whenever Level of Service (LOS) is determined to be below the mobility target listed below for arterials or collectors, development is not permitted unless the developer makes the roadway, or other, improvements necessary to maintain the mobility target. LOS criteria shall be based on the latest edition of the Highway Capacity Manual for the motorized vehicle mode. The following are the level of service standards for intersections in the City of Medford.

Level of Service Minimum	Intersection
D	Citywide (unless otherwise listed)
E	Barnett Road & Highland Drive South Pacific Highway (Hwy. 99) & Stewart Avenue

(B) No Further Degradation. In some cases a Transportation Impact Analysis shows transportation facilities not meeting the mobility target, identified in Table IV-2, under the TIA’s background conditions.

- (1) When the LOS is shown to be below the mobility target identified in Table IV-2, under the TIA’s background conditions, then no further degradation of the transportation facility shall be the mobility target. Further degradation shall be measured in volume-to-capacity (v/c) ratio, not LOS. V/c ratio criteria shall be based on the latest edition of the Highway Capacity Manual for the motorized vehicle mode.
- (2) Once reasonable levels of mitigation have been identified, calculated v/c ratios that are within 0.03 of the target are considered in compliance with the target. The adopted mobility target still applies for determining significant affect.